ONESOURCE® TAX PROVISION

GLOBAL ACCESS
v9.2 ADMINISTRATOR USER
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9.2 Release Notes

Each new enhancement is explained in the following format.

- The purpose of the enhancement.
- What users can do with the enhanced feature.
- The procedures to get started with the feature in the application.

GENERAL

UNIT LIST

FILTERS

An enhancement to filter the Unit List now allows you to filter units in the list for a specific group. Also, an option is available to view up to 50 units per page allowing a quicker review of the unit list.

You can now filter the Unit List to enter data for a specific group.

To select the filter for the Unit List:

1. In the navigation tree, select **Unit List**.
2. Enter a **Keyword** for Filter.
3. Click **Go**.

You can now filter the Unit List and view up to 50 units on a page.

To select the option to view 50 units per page:

1. In the navigation tree, select **Unit List**.
2. Select the number **(1-50)** of units per page to view.
3. Click **OK**.

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ONESOURCE Global Access Overview

The provision process for most companies requires tax package templates to be emailed to their foreign and domestic subsidiaries. These subsidiaries compile the appropriate data and populate the files. The files are then emailed back to the Corporate Tax Department (Corporate) and consolidated to compute the provision. This requires manual consolidation, which consumes a lot of time, making immediate feedback to foreign users almost impossible.

With Global Access, foreign and domestic subsidiaries compile tax provision information and enter it directly into the Global Access application. This results in subsidiaries having access to reports that immediately compute their provision and effective rate. Data is entered directly into the database, reducing the potential for errors and saving time. Consolidation of all information occurs automatically within the ONESOURCE Tax Provision application.

In addition to stream-lining the process of entering and consolidating provision information, the application provides users with a set of controls. In Global Access, up to eight levels of sign-off can be created for users. This allows users to sign off and provides verification that an assigned user has reviewed the data. Users can sign off one unit at a time as well as at a sub-consolidated level allowing them to sign off on multiple units at a time. The access to units can be limited by sign-off level, as well. Also, adjustments such as permanent and temporary differences are assigned on a unit-by-unit basis. The status of sign-off level appears on the first page (unit list) of Global Access, as well as in the Sign-off Summary report in ONESOURCE Tax Provision.

In the remainder of this manual, all parts of Global Access are discussed along with how to use this application to improve the provision process. Data entry pages and reports, as well as administration, are discussed.

ONESOURCE Tax Provision Concepts

The following sections define terminology used in ONESOURCE Tax Provision for various concepts.

System Codes

Some codes are required by the application to work correctly. Users modify system code descriptions in Administration of the ONESOURCE Tax Provision application however, the codes themselves cannot be modified.

- Alternative Minimum Tax system code: After Tax Temporary Difference Code - AMT_SYS.
- Valuation Allowance Automation system codes.
- Temporary Difference codes - VA_SYS_PTTD_C and VA_SYS_PTTD_NC.
- NOL Temporary Difference codes - VA_SYS_NOLTD_C and VA_SYS_NOLTD_NC.
- After Tax Temporary Difference codes - VA_SYS_ATTD_C and VA_SYS_ATTD_NC.
- NOL Temporary Difference code: NOL_SYS. The code can be extended (e.g., NOL_SYS_2007).
- Non Cash Tax Adjustments code: NC_. The code can be extended (e.g., NC_FIN 48).

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Codes

Category items created and maintained in ONESOURCE Tax Provision are assigned unique codes.

- Most codes are user-defined and can be any combination of alpha and numeric characters, including spaces, as long as each code is unique.
- Codes can have a maximum of 60 characters.
- If codes are established in other applications, consider re-using them in the ONESOURCE Tax Provision application to create a one-to-one relationship with data in other applications.
- System codes are used in automatic postings.
- Other code conventions present data differently.
- Administrators are responsible for creating and maintaining codes.

Naming Conventions

Avoid using symbols when creating item names because they will appear incorrectly on reports. Refer to the list of special characters for symbols that do appear correctly.

Datasets

Datasets define the periods of time and type of data being captured.

- A blank dataset is created, or an existing dataset is copied or rolled over to a new dataset, using the Manage Datasets functionality in the ONESOURCE Tax Provision application.
- Datasets can be set up as *read-write* or *read-only*. Users can make a dataset read-only in Manage Datasets within the Tax Provision Administration or by making it part of a sequential dataset. Read-only datasets allow users to review data and data cannot be edited.
- Administrators are responsible for creating and maintaining datasets.

Units

Units allow data to be entered and organized.

- A unit is a legal entity, branch, cost center, department, division and is the lowest level of detail available to achieve all reporting requirements.
- Units are combined with other units to create multiple sub-consolidations to achieve various representations of data.

Sub-Consolidation

Sub-Consolidations allow units to be combined for additional views of the data.

- Units can be set up in multiple sub-consolidations, without impacting the integrity of the consolidated view. Some uses of sub-consolidations are management reporting, US Domestic Tax Return filing view, State groupings, and Regional reporting; for example, EMEA, and APAC.

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Filing Groups

A filing group allows the attributes of a child unit to roll up to a parent unit.

- In Unit Details and State Details, the unit can remain a parent unit or assigned as a child unit of a parent unit. As the child unit of a parent unit, the child's automation selections and resulting attributes transfer to the parent.
- Once a unit is assigned as a parent unit, it cannot be deactivated.
- There are filing group specific reports that show the results of the relationship with other units. These reports are also viewed in Global Access by enabling a system parameter. For more information, refer to the Configuration of Global Access in ONESOURCE Tax Provision section.

Tag Letters

Tag letters allow users to designate the source of the data; for example, is the data imported or entered manually. Users can designate the letter "I" for Importing data and "M" for manually entering data.

- Tags are often referred to as Source Codes.
- A tag letter is used to identify imported, bridged, and manually entered data.
- Users add or modify adjustments and assign tag letters that are created by the administrator in the ONESOURCE Tax Provision application .
- Administrators enter a name for any letter, so that name appears in the Tag drop-down list on the data entry page.
- An administrator creates the tags that appear in the drop-down list by setting up parameters in the ONESOURCE Tax Provision application.
- The letter A is used by the application for automation. The best practice is that administrators do not change the default setting for the letter A.

To set up parameters:

1. Click **Administration** from the Control Panel.
2. Click on the **System folder**.
3. Click on the **Manage Configurations** folder to access the parameters.
4. Click on the **Global Access** tab to set up the Global Access parameters.

Records - Unit State

Unit records are required to enter data in a dataset:

- Each unit has a unit record when it is activated in a dataset. An activated unit can have a state record for each state that is activated in the unit.

Note: Units are activated within *Unit Details* before adding information for State Details.

- If there is no record, a Create Record? pop-up message appears stating, "No data exists for this Unit/DataSetId Combination. Do users want to create a record?" Answering Yes

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creates a record. Answering No does not create a record.

- When a unit or state has a record, data is entered and the unit/state appears in reports.
- The unit/state record are removed from the dataset by deactivating the unit in Unit Details or the state in State Details. Use caution when deactivating a unit because all information for that unit, including states for that dataset, is erased.
- Records roll over or copy when datasets are rolled over or copied.

Foreign Currency Issues

Each unit is assigned a currency type and exchange rate that are used to convert the unit's functional currency information to reporting currency. Enter 1 for the exchange rates when the functional and reporting currency are the same.

When converting currency, several potential issues can occur. The Pre-Tax Book Income (PTBI) provided may be converted at different exchange rates. On a unit basis, the PTBI policy can be selected so that the correct exchange rate is used to convert the provision numbers. The interplay of the Weighted Average and Spot rates may require that a Currency Translation Adjustment (CTA) be posted to account for the difference in rates. The application automatically posts the CTA as an equity adjustment to the deferred tax asset/liability.

There is only one reporting currency conversion in the system. This allows the combination of units in sub-consolidated or consolidated reports in the reporting currency view. However, the functional currency view of the report may not make sense unless all units have the same currency.

Currency Types and Options

All entries made in the software are considered to be at a *Functional* currency level.

- Entries are converted to reporting currency using appropriate foreign exchange rates.
- Unit level reports appear in either Functional or Reporting currency by changing the currency. Consolidated and Sub-Consolidated level reports appear in either Functional or Reporting currency only when all units have the same assigned currency code.
- A currency translation adjustment is automatically computed, based on the foreign exchange rates for the unit, and appears on appropriate reports.

Currency Types

- **Functional Currency**: Primary Currency in which the books of record are maintained. The currency in which an entity does business.
- **Local Currency:** Currency of the country where the business is physically located.
- **Reporting Currency:** Currency in which the entity reports financial statements. The ReportingCurrencySymbol system parameter with a paramvalue of any three-letter currency symbol changes the currency that appears in the header of reports viewed in Reporting Currency.
- **Hyper inflationary Environment:** When the cumulative rate of inflation exceeds 100% over the three year period, FAS 52 requires USD to be the functional currency. A unit’s local currency is set to USD.

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Currency Options

- **Currency Codes**: There are pre-populated currency codes that can be expanded, as necessary, in the Currency section.
- **Thousands Separators**: The system defaults to a comma (1,000.00) for the thousands separators. This can be changed to a period (1.000,00) with a system parameter or by switching to certain languages such as German, Dutch, Spanish, and French.

Pre-Tax Book Income (PTBI) Policies

There are five Pre-Tax Book Income policies that can be assigned to units. Each policy asks for different input and generates results based on the information entered for the unit. Select the best policy for the data needed and the calculations that the application will perform.

Policy	Local Currency PTBI	Reporting Currency PTBI	FX Rate	Rounding
Enter Local, FX and Calc CURRENCY	Entered	Calculated	Entered	N/A
Enter CURRENCY, FX and Calc Local	Calculated	Entered	Entered	N/A
Enter Local, CURRENCY and Calc FX	Entered	Entered	Calculated	N/A
Enter Local, CURRENCY and FX	Entered	Entered	Entered	N/A
Enter Local, CURRENCY, FX and Calc Rounding	Entered	Entered	Entered	Calculated

- When using the last two policies, the Effective Tax Rates may differ in Local Currency and Reporting Currency, because the PTBI is using a different Weighted Average rate than the entered Weighted Average.
- Regardless of the policy selected, amounts other than the PTBI are converted at the entered Weighted Average or Spot Rate. If the unit is using the Enter USD, FX, and Calc Local, FX policy, users cannot save the PTBI amount entered. It will always revert back to the amount calculated. To modify the amount, the unit must have another policy.
- Depending on the PTBI policy in use, certain fields default to read-only. Any component that is selected to be calculated by the application automatically becomes read-only in the application. For example, if the Enter Local, USD, Calc FX policy is selected, the Weighted Average FX Rate automatically becomes a read-only field on the Unit Data page in Global Access.

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Enter Local, FX, and Calc USD

Entity Name	German Corporation
Entity Code	F1000
Currency	EUR
Corporate Profit Before Taxes:	$ 103,322,493
Corporate US GAAP Pre-Tax Book Income (Local Currency):	67,832,250
FX Rate (1 USD = ?)	
Beginning	0.700000
Ending	0.636410
Weighted Average	0.656510
Save Changes	

Enter USD, FX, and Calc Local

Entity Name	German Corporation
Entity Code	F1000
Currency	EUR
Corporate GAAP Pre-Tax Income (USD)	103,322,493
Local Profit Before Taxes	67,832,250
FX Rate (1 USD = ?)	
Beginning	0.700000
Ending	0.636410
Weighted Average	0.656510
Save Changes	

Enter Local, USD, and Calc FX

Entity Name	German Corporation
Entity Code	F1000
Currency	EUR
Corporate US GAAP Pre-Tax Book Income (Reporting Currency):	103,322,493
Corporate US GAAP Pre-Tax Book Income (Local Currency):	67,832,250
FX Rate (1 USD = ?)	
Beginning	0.700000
Ending	0.636410
Weighted Average	0.656510
Save Changes	

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Enter Local, USD and FX and Enter Local, USD, and FX Calc Rounding

Entity Name	German Corporation
Entity Code	F1000
Currency	EUR
Corporate US GAAP Pre-Tax Book Income (Reporting Currency):	103,322,493
Corporate US GAAP Pre-Tax Book Income (Local Currency):	67,832,250
FX Rate (1 USD = ?)	
Beginning	0.700000
Ending	0.636410
Weighted Average	0.656510
Save Changes	

Foreign Exchange Rates

Entry Format

When entering foreign exchange rates on the Unit Data page, the format is the amount that one unit of Reporting Currency equals in Local Currency or Reporting Currency/Local Currency. For example, if reporting is USD and 1 USD equals .60 of another currency, the rate would be 1.666667 (1/.6).

Types

- Weighted Average Rates: Blended foreign exchange rate for a period of time that is applied to Income Statement Items.
- Spot Rates: Foreign Exchange Rate on a specific date that is applied to Balance Sheet Items.

Currency Translation Adjustment

The difference between Weighted Average Rate and Spot Rate, used when Income Statement items have an impact on Balance Sheet items.

Current/Non-Current

Some accounting conventions, notably IFRS and US GAAP, require deferred tax balances to be assigned as either current or non-current. The application forces this distinction, so that entries that impact deferred tax accounts need to be assigned as either current or non-current.

- The data entry screens for Temporary, NOL Temporary, and After Tax Temporary Differences have a drop-down menu to select C for Current or NC for Non-Current.
- Deferred Balances and NOL Balances reports can be filtered to view current and non-current balances separately.
- The Temporary Difference Summary report lists current and non-current balances by asset and liability.

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P&L Equity

Each permanent difference entry needs to be assigned as a P&L or Equity entry.

- In the data entry page for Permanent Differences, there is a drop-down menu to select P for P&L and E for Equity.
- A P&L (P) entry results in a current tax provision expense offset in the payable account. The result impacts the overall effective tax rate.
- An Equity (E) entry results in a current tax provision expense offset in the payable account, as well as an equity contra expense that is offset in an equity account. This does not impact the overall effective tax rate.

Change in Rate and CTA

Deferred Balance Report in the Balance Sheet View

- Beginning Balance column balances are converted using the Beginning Spot Rate and the Beginning Tax Rate.
- The Rate Change column creates an adjustment to restate the Beginning Balance column at the Ending Spot Rate and the Ending Tax Rate.
- All other Columns are converted using the Ending Spot Rate and the Ending Tax Rate.
- The Ending Balance is the sum of the columns, and is effectively the ending balances converted using Ending Spot Rate and the Ending Tax Rate.

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EXAMPLE OF CHANGE IN THE DEFERRED RATE FROM 35% TO 40%:

	Beginning		Adjusted Beginning
Temp Diff Bal in Local Currency	**100,000**		**100,000**
Deferred Rate	35.00%		40.00%
Tax Effected Temp Bal in Local Currency	**35,000**		**40,000**
FX Rate	**0.5**		**0.5**
Tax Effected Temp Bal in USD	**$70,000**		**$80,000**
Rate Change		$10,000	

Unit Deferred Balances (Fed Only) (USD)

Test, TaxStream, Test

Code	Name	Beginning Balance	Rate Change	Current Activity	Deferred Only	Balance Sheet Only	Ending Balance
T1000	Bad Debt Reserve	$70,000	$10,000	$8,000	$0	$0	$88,000
total:		$70,000	$10,000	$8,000	$0	$0	$88,000

EXAMPLE OF CHANGE IN THE FX RATE FROM .5000 TO .4500:

	Beginning		Adjusted Beginning
Temp Diff Bal in Local Currency	**100,000**		**100,000**
Deferred Rate	**35.00%**		**35.00%**
Tax Effected Temp Bal in Local Currency	**35,000**		**35,000**
FX Rate	0.5		0.45
Tax Effected Temp Bal in USD	**$70,000**		**$77,778**
Rate Change		$7,778	

Unit Deferred Balances (Fed Only) (USD)

Test, TaxStream, Test

Code	Name	Beginning Balance	Rate Change	Current Activity	Deferred Only	Balance Sheet Only	Ending Balance
T1000	Bad Debt Reserve	$70,000	$7,778	$7,778	$0	$0	$85,556
total:		$70,000	$7,778	$7,778	$0	$0	$85,556

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EXAMPLE OF CHANGE IN THE DEFERRED RATE FROM 35% TO 40% AND FX RATE FROM .4500 TO .5500:

	Beginning		Adjusted Beginning
Temp Diff Bal in Local Currency	100,000		100,000
Deferred Rate	35.00%		40.00%
Tax Effected Temp Bal in Local Currency	35,000		40,000
FX Rate	0.45		0.55
Tax Effected Temp Bal in USD	$77,778		$72,727
Rate Change		- $5,051	

Unit Deferred Balances (Fed Only) (USD)

Test, TaxStream, Test

Code	Name	Beginning Balance	Rate Change	Current Activity	Deferred Only	Balance Sheet Only	Ending Balance
T1000	Bad Deb Reserve	$77,778	($5,051)	$7,273	$0	$0	$80,000
total:		$77,778	($5,051)	$7,273	$0	$0	$80,000

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DEFERRED BALANCE REPORT IN THE INCOME STATEMENT VIEW

- Currency Translation Adjustment.
- Deferred Balances in USD are translated from the Local Currency Balances using Beginning and Ending Spot FX Rates.
- USD Change in Deferred Balances.

	Begin	Activity	Ending
Local Currency Balance	100,000	10,000	110,000
Tax Rates (Begin and End)	35%		40%
Local currency tax effected	35,000		44,000
Beginning and Ending FXs	0.45		0.55
USD tax effected	$77,778		$80,000

Beginning DTA(L) - Ending DTA(L): -$2,222

- Deferred Expense in USD is translated from Local Currency Activity using Weighted FX Rates.
- USD Deferred Expense.

	Begin	Activity	Ending
Local Currency Balance	100,000	10,000	110,000
Tax Rates (Begin and End)	35%		40%
Local currency tax effected	35,000		44,000
Weighted Avg FX	0.50		0.50
USD tax effected	$70,000		$88,000

Deferred Provision Expense: -$18,000

- Currency Translation Adjustment Computation.
- Adjusts the Weighted Average FX Impact and the Ending Spot FX Rate.

Beginning and Ending FX rate is consistent with Deferred Balances Report

Beginning DTA(L) - Ending DTA(L): $ (2,222)

CTA to Adjust Spot FX to Weighted Average FX

Change in DTA(L) balance:	(2,222)
Plus CTA:	(15,778)
Total Deferred Prov Expense:	(18,000)

Currency translation at Weighted Avg FX rate.

Deferred Provision Expense: $ (18,000)

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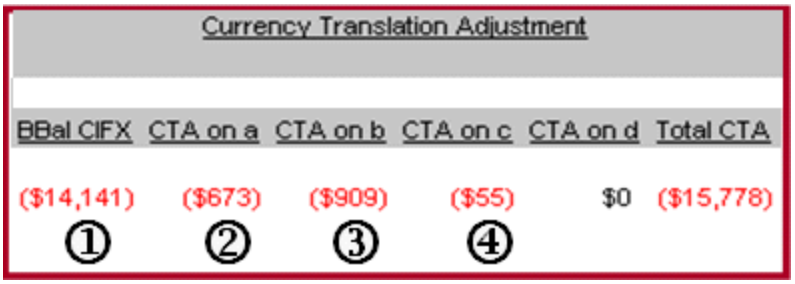
DETAIL OF CTA CALCULATION COMPONENTS

summary hybrid detail unit pre-tax
fed / state / fbos / fed+state+fbos / state+fbos
all / c / nc
contracted / expanded (b/s) / expanded (i/s)

Unit Deferred Balances (Fed Only) (USD)

Test, TaxStream, Test

Code	Name	Beginning Balance	Deferred Provision						Currency Translation Adjustment						Balance Sheet Adjs	Ending Balance
			Current Provision	Rate Impacting Items												
			a. Activity	b. Effect Dfrd Rate Chngs	c. Effect Rate Diffs b/w Curr + Dfrd	d. Dfrd Only Adjs	Total Rate Impact	Total Deferred Provision	BBal CIFX	CTA on a	CTA on b	CTA on c	CTA on d	Total CTA		
T1000	Bad Debt Reserve	$77,778	$7,400	$10,000	$600	$0	$10,600	$18,000	($14,141)	($673)	($909)	($55)	$0	($15,778)	$0	$80,000
total:		$77,778	$7,400	$10,000	$600	$0	$10,600	$18,000	($14,141)	($673)	($909)	($55)	$0	($15,778)	$0	$80,000



Currency Translation Adjustment

BBal CIFX	CTA on a	CTA on b	CTA on c	CTA on d	Total CTA
($14,141)	($673)	($909)	($55)	$0	($15,778)
①	②	③	④		

Information for the Calculation:			
Beginning Temporary Difference Balance	100,000		
Temporary Difference Activity	10,000		
Beginning FX Spot Rate	0.45	Current Tax Rate	37%
Ending FX Spot Rate	0.55	Beginning Deferred Tax Rate	35%
Weighted Average FX Rate	0.50	Ending Deferred Tax Rate	40%

1	(14,141)	= 100,000 * 35% / 0.55 - 100,000 * 35% / 0.45
2	(673)	= 10,000 * 37% / 0.55 - 10,000 * 37% / 0.50
3	(909)	= 100,000 * (40% - 35%) / 0.55 - 100,000 * (40% - 35%) / 0.5
4	(55)	= 10,000 * (40% - 37%) / 0.55 - 10,000 * (40% - 37%) / 0.5

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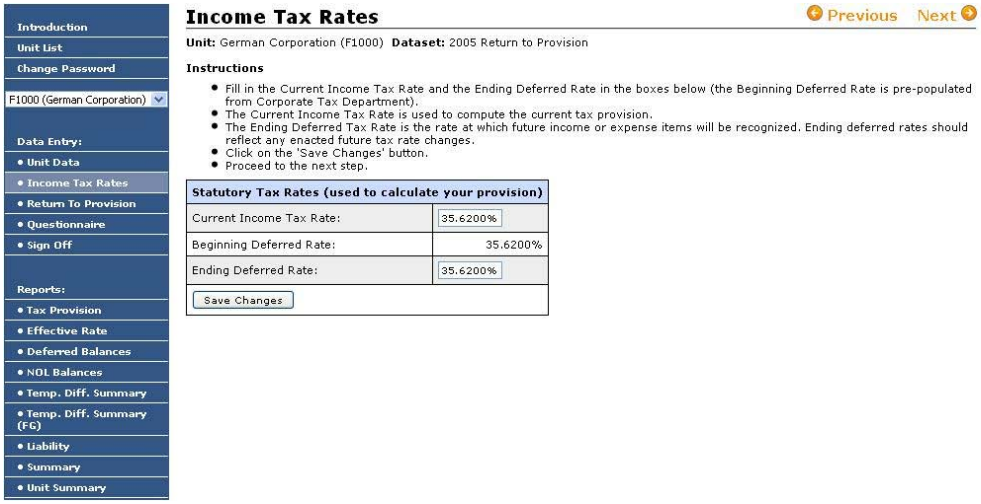
CTA AMOUNT ON THE TAX PROVISION REPORT


Introduction
Unit List
Change Password
F1000 (German Corporation)
Data Entry:
• Unit Data
• Income Tax Rates
• Return To Provision
• Questionnaire
• Sign Off
Reports:
• Tax Provision
• Effective Rate
• Deferred Balances
• NOL Balances
• Temp. Diff. Summary
• Temp. Diff. Summary (FG)
• Liability
• Summary
• Unit Summary
Income Tax Rates
Previous
Next
Unit: German Corporation (F1000) Dataset: 2005 Return to Provision
Instructions
Fill in the Current Income Tax Rate and the Ending Deferred Rate in the boxes below (the Beginning Deferred Rate is pre-populated from Corporate Tax Department).
The Current Income Tax Rate is used to compute the current tax provision.
The Ending Deferred Tax Rate is the rate at which future income or expense items will be recognized. Ending deferred rates should reflect any enacted future tax rate changes.
Click on the 'Save Changes' button.
Proceed to the next step.
Statutory Tax Rates (used to calculate your provision)
Current Income Tax Rate: 35.6200%
Beginning Deferred Rate: 35.6200%
Ending Deferred Rate: 35.6200%
Save Changes

Deferred Rollforward

The expanded view of the Deferred Balances and NOL Balances reports has user-defined columns to which data can be mapped.

- Each of three types of deferred activity can be mapped by tag letter to a column used to configure the Deferred Balance and NOL Balances reports.
- There can be up to 26 user-defined columns. Users can create as many as needed.
- Administrators are responsible for creating and maintaining the Manage Deferred Rollforward and Manage NOL Rollforwards screens in ONESOURCE Tax Provision.
- The Deferred Balances report can be configured in the Manage Deferred Rollforwards screen, so that the activity appears in user-defined columns.

Rollup Codes

Certain provision activity can be mapped to user-defined grouping lines on the Deferred Balance and Effective Tax Rate reports.

- The Deferred rollup maps Temporary, NOL Temporary, After Tax Temporary, State After Tax Temporary, and State After Apportionment differences.
- The Effective rollup maps all the items in Deferred rollups plus Permanent Difference, Tax Adjustments, and Deferred Provision Only Adjustments.
- There can be multiple user-defined rollup mappings. They appear in the upper right corner of the Deferred Balance and the Effective Tax Rate reports. Rollups can appear on a summary or hybrid basis.
- Administrators are responsible for creating and maintaining Rollup mappings.
- Payable Activity can be mapped and rolled up to user-defined grouping lines on the Payable Rollforward and Payable Detail reports.
- The Payable rollup maps Payable Transaction Types.
- Administrators are responsible for creating and maintaining Payable rollup mappings.

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Components

Component is the general term for an item in the application. Typically, components are found in drop-down lists. Some examples are:

- **Book to Tax Adjustments**: Permanent Difference, Temporary Difference, Tax Adjustments.
- **Payable Items**: Transaction Codes, Buckets.
- **Unit Attributes**: State, Jurisdiction, Attachments, Rollup Codes.
- **System Items**: User Rights, Audit Trail Transactions.

Activity Deferred Only/Balance Sheet

Entries that impact deferred tax accounts need to be assigned as activity, deferred only, or balance sheet only. In the data entry page for Temporary, NOL, After Tax, and Local NOLs, there are options for Activity, Deferred Only, and Balance Sheet only.

- Deferred Balances and NOL Balances reports can be configured to view activity, deferred only, and balance sheet only adjustments separately.
- Go to Where to Enter Items in ONESOURCE Tax Provision to find out more about entering amounts as Activity vs. Deferred Only vs. Balance Sheet Only.

Activating Payable Posting

- Payable functionality can track payments, refunds, and other adjustments in the taxes payable account. Automatic posting of current tax expense can be activated on a dataset-by-dataset basis.
- The payable report can be configured with setup items in the payable section of the Administration section.
- An Administrative User can add a Dataset Parameter, which allows the provision to post automatically to the Payable section.

Current Provision Posting	Fiscal Year	Payable Txn Code	Payable Description
Cash Activity:			
Current Tax Provision excluding Tax Adjs with NC_ code	Dataset Year	CPROV	Calculated Provision
Non Cash Activity:			
NC_RTP	Dataset Year minus 1	RTP	Calculated True-Up
NC_RTP_YEAR_NAME	Year entered after NC_RTP	RTP	Calculated True-Up
NC_ATR	Dataset Year minus 1	ATR	Audit Settlement

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NC_ATR_YEAR_NAME	Year entered after NC_ATR	ATR	Audit Settlement
All other NC_ codes	Dataset Year	OTHER	Audit Settlement

- The Federal amount is posted in the Federal Payable Entry. Each State is posted in that State's Payable Entry.
- To return to manual entry, an Administrative User can turn off the automatic posting to the Payable module by deleting the dataset parameter or by changing the key value from Y to N.

Exchange Rates

- All amounts entered in the Payable is in local currency.
- The Payable Entry page allows for the weighted average FX rate to be entered on a transaction-by-transaction basis.
- Automatic Postings are pre-populated with the unit's weighted average FX rate, but this can be changed.
- The CTA is computed on a transaction-by-transaction basis using the transaction's weighted average FX rate and the unit's Ending Spot Rate.
- CTA amounts are available on the Payable Detail report.
- The Payable Detail report can be viewed in both Local Currency and Reporting Currency.

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Customer Support

GENERAL CUSTOMER SUPPORT

Address: 121 River Street PH Hoboken, NJ 07030 USA

Phone: (877) 829-5969 x2
(201) 356-6521 x2

Fax: (201) 356-6379

Web: http://onesource.thomsonreuters.com

EMAIL:

Functionality: provisionsupport@thomsonreuters.com
Technical: provisiontechsupport@thomsonreuters.com

SOFTWARE UPGRADES

Email the current software version to:
provisiontechsupport@thomsonreuters.com

SUPPORT SITE

For current updates: http://www.taxstream.net/onesource/

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SOFTWARE UPGRADES

Email the current software version to:
provisiontechsupport@thomsonreuters.com

SUPPORT SITE

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Introduction Page

The Introduction page provides users with instructions and documents for review. If assistance is needed, click the **Corp. Tax Dept Contacts** link for contact information.

When ready to proceed:

- Users can click **Next** or click **Unit List** from the navigation tree.

Select Language

When users log in to Global Access, the **Introduction** page appears. This page contains an introduction prepared by the Corporate Tax Department, as well as a general explanation of the application.

Note: The user-defined descriptions and notes are not translated. For example, a temporary difference *description* is not translated.

The user can view the User Interface and Reports in the following languages:

Deutsch	(DE)	German	Germany
English	(CA)	English	Canada
English	(UK)	English	United Kingdom
English	(US)	English	United States
Español	(LA)	Spanish	Latin American
Français	(FR)	French	France
Français	(CA)	French	Canada
Nederlands	(NL)	Dutch	Netherlands

The introduction page allows users to choose a language that appears within the application by selecting a language from the list.

Note: Additional languages will be added in future versions & *Tech Consulting* projects are available if users need to add a new language choice that modifies the terminology.

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Session Timeout

A message appears on the page a minute before a session will time out. This message lets users know they will be logged out of the application. Users have two options:

1. Click **OK** to close the message and continue the session. The clock automatically resets for a new 30-minute timeout.
2. Click **Cancel** to end the session and then log out.

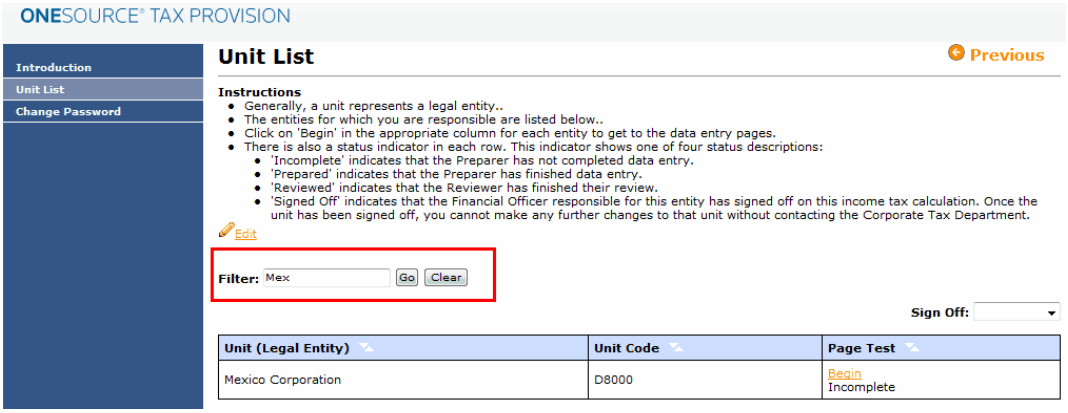
Unit List

The Unit List page lists the entities for which each user is responsible. Each unit has been given a legal entity name and an identification number. The control grid shows the status of work done on each unit. Columns and rows in the control grid represent datasets and units, respectively.

The **Unit List** allows you to filter units in the list for a specific group. Also, an option is available to view up to 50 units per page allowing a quicker review of the unit list.

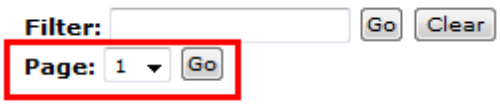
To select the filter for the Unit List:

1. In the navigation tree, select **Unit List**.
2. Enter a **Keyword** for Filter.
3. Click **OK**.


ONESOURCE® TAX PROVISION
Introduction
Unit List
Change Password
Unit List
Previous
Instructions
Generally, a unit represents a legal entity..
The entities for which you are responsible are listed below..
Click on 'Begin' in the appropriate column for each entity to get to the data entry pages.
There is also a status indicator in each row. This indicator shows one of four status descriptions:
'Incomplete' indicates that the Preparer has not completed data entry.
'Prepared' indicates that the Preparer has finished data entry.
'Reviewed' indicates that the Reviewer has finished their review.
'Signed Off' indicates that the Financial Officer responsible for this entity has signed off on this income tax calculation. Once the unit has been signed off, you cannot make any further changes to that unit without contacting the Corporate Tax Department.
Edit
Filter: Mex Go Clear
Sign Off:
Unit (Legal Entity)
Unit Code
Page Test
Mexico Corporation
D8000
Begin
Incomplete

To select the option to view 50 units per page:

1. In the navigation tree, select **Unit List**.
2. Select the number **(1-50)** of units per page to view.
3. Click **Go**.



To sort the Unit List. click the **headers**; for example, **Unit** or **Unit Code**. Each dataset can be sorted by the sign-off status..

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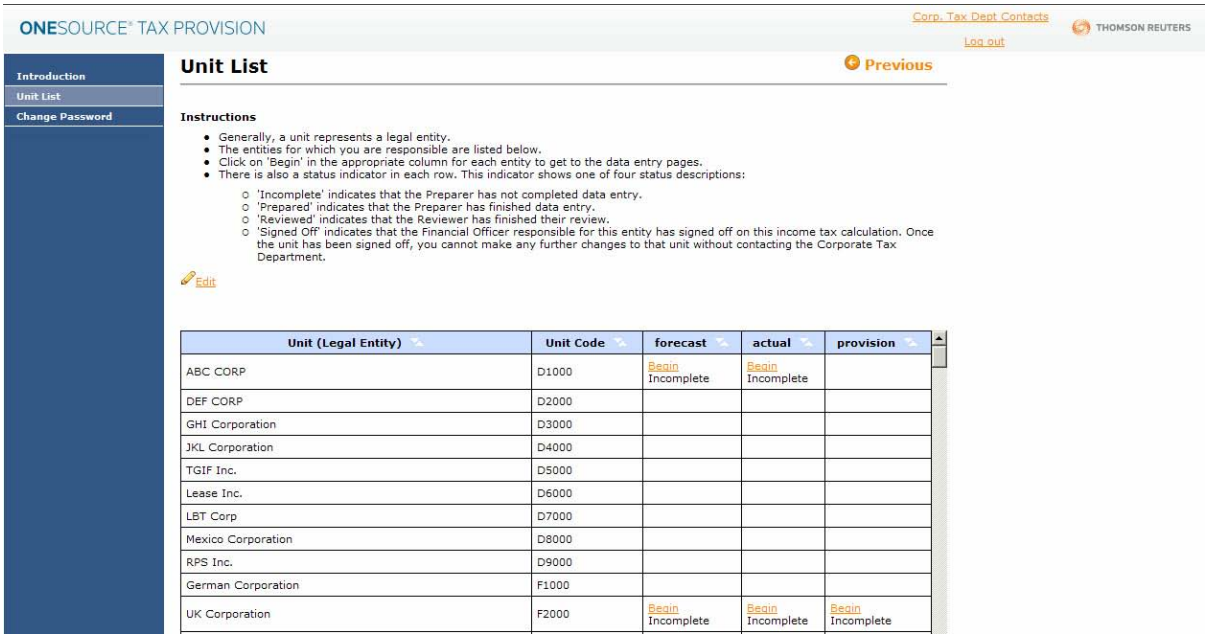
Click **Begin,** and start entering the data.

Make sure that the Unit List is complete and accurate. If users want to add or delete a unit from the list, contact the appropriate person on the Corp. Tax Dept Contacts page.

After all data is entered, click **Commit** on the Sign-Off page.

Note: After users sign off, no further data can be entered for this unit without permission from the Corporate Tax Department.

Users must be set up in ONESOURCE Tax Provision with contact information. Administrators must assign units, roles, and sub-consolidations to each user. In addition, Administrators must assign components, such as permanent and temporary differences, to each unit. For more information, refer to the Administration section.


ONESOURCE® TAX PROVISION
Corp. Tax Dept Contacts
Log out
THOMSON REUTERS
Introduction
Unit List
Change Password
Unit List
Previous
Instructions
Generally, a unit represents a legal entity.
The entities for which you are responsible are listed below.
Click on 'Begin' in the appropriate column for each entity to get to the data entry pages.
There is also a status indicator in each row. This indicator shows one of four status descriptions:
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'Prepared' indicates that the Preparer has finished data entry.
'Reviewed' indicates that the Reviewer has finished their review.
'Signed Off' indicates that the Financial Officer responsible for this entity has signed off on this income tax calculation. Once the unit has been signed off, you cannot make any further changes to that unit without contacting the Corporate Tax Department.
Edit
Unit (Legal Entity) | Unit Code | forecast | actual | provision
ABC CORP | D1000 | Begin Incomplete | Begin Incomplete |
DEF CORP | D2000 |
GHI Corporation | D3000 |
JKL Corporation | D4000 |
TGIF Inc. | D5000 |
Lease Inc. | D6000 |
LBT Corp | D7000 |
Mexico Corporation | D8000 |
RPS Inc. | D9000 |
German Corporation | F1000 |
UK Corporation | F2000 | Begin Incomplete | Begin Incomplete | Begin Incomplete

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Change Password

If an administrator set up a forced password change in ONESOURCE Tax Provision for Global Access users on the first login, users are navigated to the **Change Password** page. Users access this page to change a password.

Note: Password restrictions in Global Access mandate that each password include a minimum of 6 characters and a number.

Import Numbers

Upon import, a users rights are considered and they are able to import numbers only for items they have permission to access. In order to import files properly, users must follow the same formatting rules used in the Desktop client.

Click on **Import Numbers** and then select the **dataset** that will receive the imported data.

Export Numbers

Users are able to export numbers for items that they have access. In Administration, click **Export Numbers** and then select the **dataset** to export the data.

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Data Entry

The application uses a wizard-like approach for the input of data. Information is entered in a step-by-step manner to guide users through the process. **Next** and **Previous** links help users navigate through the application. In addition, a blue and white navigator is available at the left side of each page, with the current work area highlighted in grey.

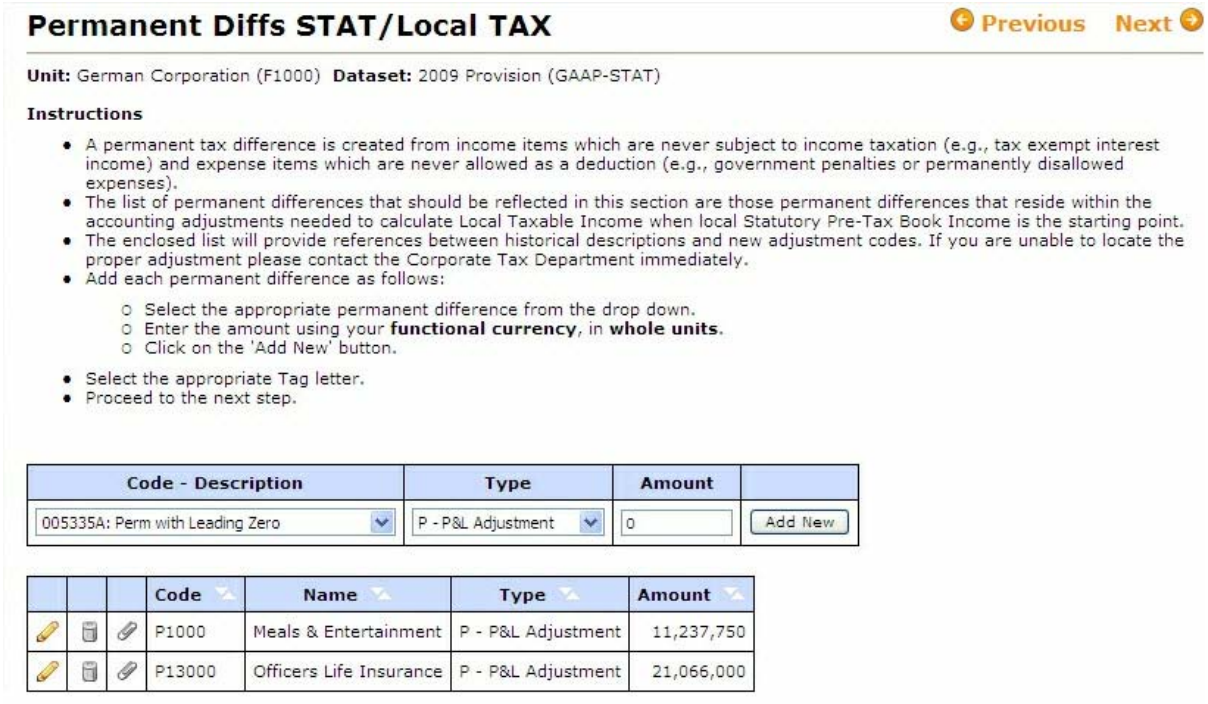
On the top of each data entry page, there is Unit-Dataset combination information. Be sure to review this information before entering any data. Users can access other units by selecting a unit on the left side of each page.

Federal

Administrators can publish a dataset as Provision or Return to Provision. Depending on the dataset type, the data entry menu bar in Global Access changes. When a dataset is published as **provision** using **yeprov** as the column type in ONESOURCE Tax Provision, each page that is available from the menu bar in Global Access is discussed in this section of the guide.

Permanent Diffs(STAT/TAX)

The **Permanent Diffs STAT/Local TAX** page allows users to enter differences between book income computed under Statutory Law and Local Tax Law that are permanent in nature; these differences will not reverse in the future.


Permanent Diffs STAT/Local TAX
Previous
Next
Unit: German Corporation (F1000) Dataset: 2009 Provision (GAAP-STAT)
Instructions
A permanent tax difference is created from income items which are never subject to income taxation (e.g., tax exempt interest income) and expense items which are never allowed as a deduction (e.g., government penalties or permanently disallowed expenses).
The list of permanent differences that should be reflected in this section are those permanent differences that reside within the accounting adjustments needed to calculate Local Taxable Income when local Statutory Pre-Tax Book Income is the starting point.
The enclosed list will provide references between historical descriptions and new adjustment codes. If you are unable to locate the proper adjustment please contact the Corporate Tax Department immediately.
Add each permanent difference as follows:
Select the appropriate permanent difference from the drop down.
Enter the amount using your functional currency, in whole units.
Click on the 'Add New' button.
Select the appropriate Tag letter.
Proceed to the next step.
Code - Description
Type
Amount
005335A: Perm with Leading Zero
P - P&L Adjustment
0
Add New
Code
Name
Type
Amount
P1000
Meals & Entertainment
P - P&L Adjustment
11,237,750
P13000
Officers Life Insurance
P - P&L Adjustment
21,066,000

Enter a separate line item for each Permanent Difference:

1. Select the appropriate **Code-Description** from the drop-down menu in first column.
2. Select the type of the permanent difference item. It will usually be a P&L adjustment. However, if users are entering an item that does not have any impact on the current tax expense; for example stock option expense, select **E - Equity** adjustment.

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3. Enter the **amount** of the permanent difference in local currency.
4. Click **Add New** to create the permanent difference.

Notes:

- Refer to the Where to Enter Items in ONESOURCE Tax Provision section for more information on the different types of permanent difference items.
- If a new permanent difference item is required, contact the Corporate Tax Department.

After a permanent difference item is created, users can edit or delete it by clicking the appropriate icon.

1. Click the **pencil icon** to edit the entry.
2. Select **Save Changes** after making any changes.

Users can attach files to individual permanent difference item on this page. If users have supporting documents, click the **paper clip** or **filing cabinet** next to the item.

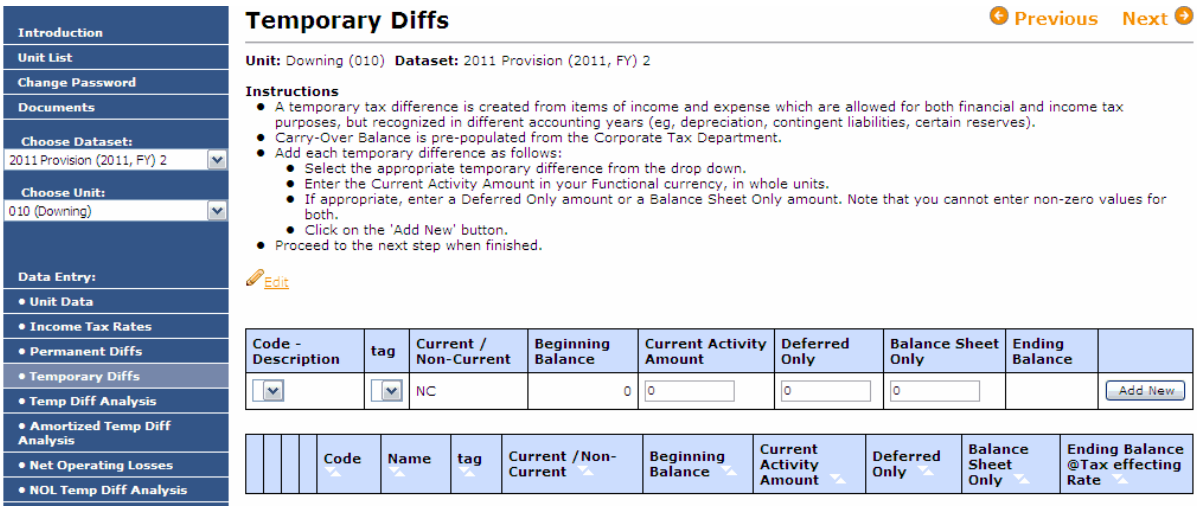
Also, users have the ability to add and update comment to a line item. users may click on the comment icon then add comments, as needed.

The impact of individual permanent differences on the tax provision can be viewed on the Tax Provision report and the Effective Rate report.

Temporary Diffs

The **Temporary Diffs** page allow users to enter amounts as purely tax balances, with or without book or net of book.

The Temporary Differences page allows users to enter differences that will reverse in the future. Examples include temporarily disallowed expenses, accruals, and reserves which will be deducted in later years, as well as book income not subject to current taxation under the statutory laws of the country. In order to view this page, the dataset must be published.


Introduction
Unit List
Change Password
Documents
Choose Dataset:
2011 Provision (2011, FY) 2
Choose Unit:
010 (Downing)
Data Entry:
• Unit Data
• Income Tax Rates
• Permanent Diffs
• Temporary Diffs
• Temp Diff Analysis
• Amortized Temp Diff Analysis
• Net Operating Losses
• NOL Temp Diff Analysis
Temporary Diffs
Previous
Next
Unit: Downing (010) Dataset: 2011 Provision (2011, FY) 2
Instructions
A temporary tax difference is created from items of income and expense which are allowed for both financial and income tax purposes, but recognized in different accounting years (eg, depreciation, contingent liabilities, certain reserves).
Carry-Over Balance is pre-populated from the Corporate Tax Department.
Add each temporary difference as follows:
Select the appropriate temporary difference from the drop down.
Enter the Current Activity Amount in your Functional currency, in whole units.
If appropriate, enter a Deferred Only amount or a Balance Sheet Only amount. Note that you cannot enter non-zero values for both.
Click on the 'Add New' button.
Proceed to the next step when finished.
Edit
Code - Description
tag
Current / Non-Current
Beginning Balance
Current Activity Amount
Deferred Only
Balance Sheet Only
Ending Balance
NC
0
Add New
Code
Name
tag
Current /Non-Current
Beginning Balance
Current Activity Amount
Deferred Only
Balance Sheet Only
Ending Balance @Tax effecting Rate

Enter a separate line item for each Local Temporary Difference:

1. Select the appropriate code-description from the drop-down menu in the first column.

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2. Indicate whether the item is classified as current or non-current.
3. The carryover balance, if any, is automatically pre-populated.
4. Enter the current activity amount in local currency.
5. There are fields for entering deferred adjustments and balance sheet only adjustments.

Note: Refer to the Where to Enter Items in ONESOURCE Tax Provision section for more information on the different types of adjustments (i.e., current activity, deferred only, and balance sheet only).

Click **Add New** to create the temporary difference.
After a temporary difference item is created, you can edit or delete the item by clicking the appropriate icon. Click the pencil icon to edit the entry. Select Save Changes after making any changes. You can attach files to an individual temporary difference items on this page. If you have supporting documents, click the paper clip icon next to the item. Also, you have the ability to add and update comment to a line item. You may click on the comment icon then add comments, as needed.

The impact of individual temporary differences on your tax provision can be viewed on the Local Tax Provision report and the Local Tax Provision report.

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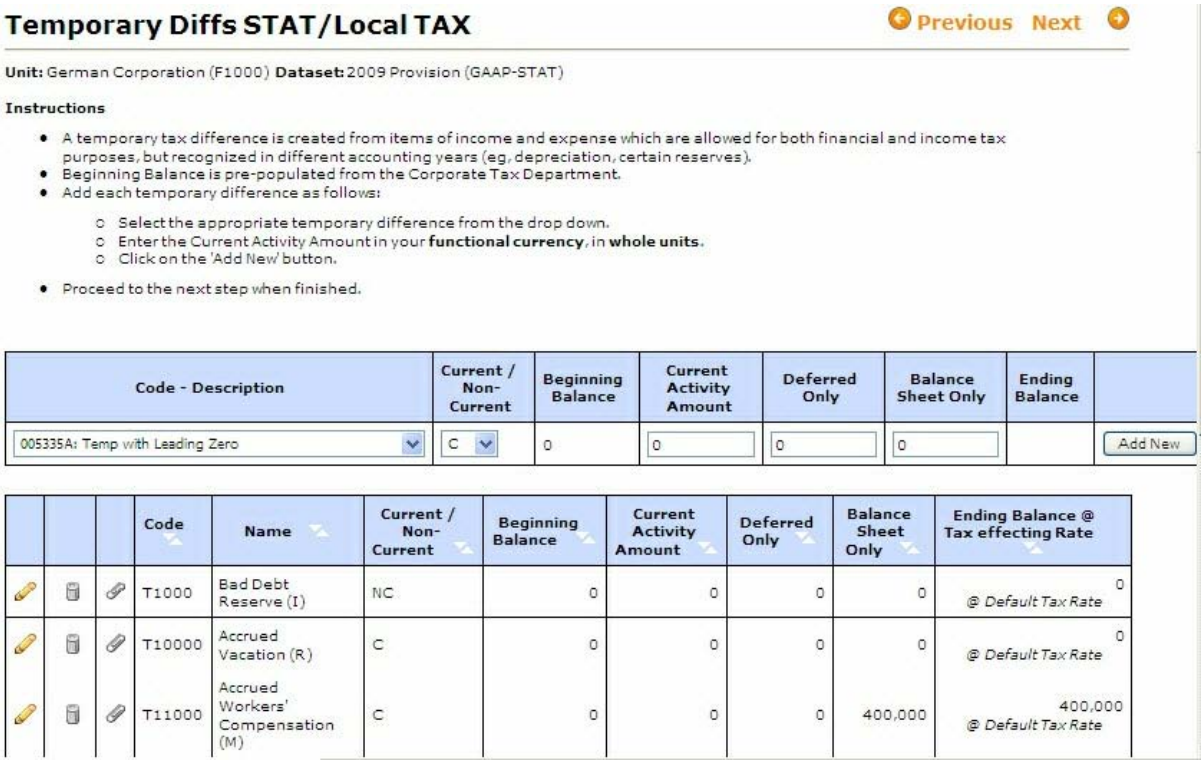
Temporary Diffs (STAT/TAX)

The **Temporary Differences** (STAT/TAX) page allows users to enter differences between book income computed under Statutory Law and Local Tax Law in the country that are temporary in nature. These differences will reverse in the future.



Temporary Diffs STAT/Local TAX Previous Next

Unit: German Corporation (F1000) **Dataset:** 2009 Provision (GAAP-STAT)

Instructions

- A temporary tax difference is created from items of income and expense which are allowed for both financial and income tax purposes, but recognized in different accounting years (eg, depreciation, certain reserves).
- Beginning Balance is pre-populated from the Corporate Tax Department.
- Add each temporary difference as follows:
  - Select the appropriate temporary difference from the drop down.
  - Enter the Current Activity Amount in your **functional currency**, in **whole units**.
  - Click on the 'Add New' button.
- Proceed to the next step when finished.

Code - Description	Current / Non-Current	Beginning Balance	Current Activity Amount	Deferred Only	Balance Sheet Only	Ending Balance	
005335A: Temp with Leading Zero	C	0	0	0	0		Add New

			Code	Name	Current / Non-Current	Beginning Balance	Current Activity Amount	Deferred Only	Balance Sheet Only	Ending Balance @ Tax effecting Rate
			T1000	Bad Debt Reserve (I)	NC	0	0	0	0	0 @ Default Tax Rate
			T10000	Accrued Vacation (R)	C	0	0	0	0	0 @ Default Tax Rate
			T11000	Accrued Workers' Compensation (M)	C	0	0	0	400,000	400,000 @ Default Tax Rate

Enter a separate line item for each Temporary Difference:

1. Select the appropriate code-description from the drop-down menu in the first column.
2. Indicate whether the item is classified as current or non-current.
3. The carryover balance, if any, is automatically pre-populated.
4. Enter the current activity amount in local currency.
5. There are also fields for entering deferred adjustments and balance sheet only adjustments.
6. Click **Add New** to create the temporary difference.

Notes:

- Refer to the Where to Enter Items in ONESOURCE Tax Provision section for more information on the different types of adjustments (i.e., current activity, deferred only, and balance sheet only).
- If a new temporary difference item is required, contact the Corporate Tax Department.

After a temporary difference item is created, users can edit or delete it by clicking the appropriate icon. Click the pencil icon to edit the entry. Select Save Changes after making any changes. users can attach files to individual temporary difference item on this page. If users have supporting documents, click the **paper clip** or **filing cabinet** next to the item. Also, users have the ability to add and update comment to a line item. users may click on the comment icon then add comments, as needed.

The impact of individual temporary differences on the tax provision can be viewed on the Tax Provision report and the Effective Rate report.

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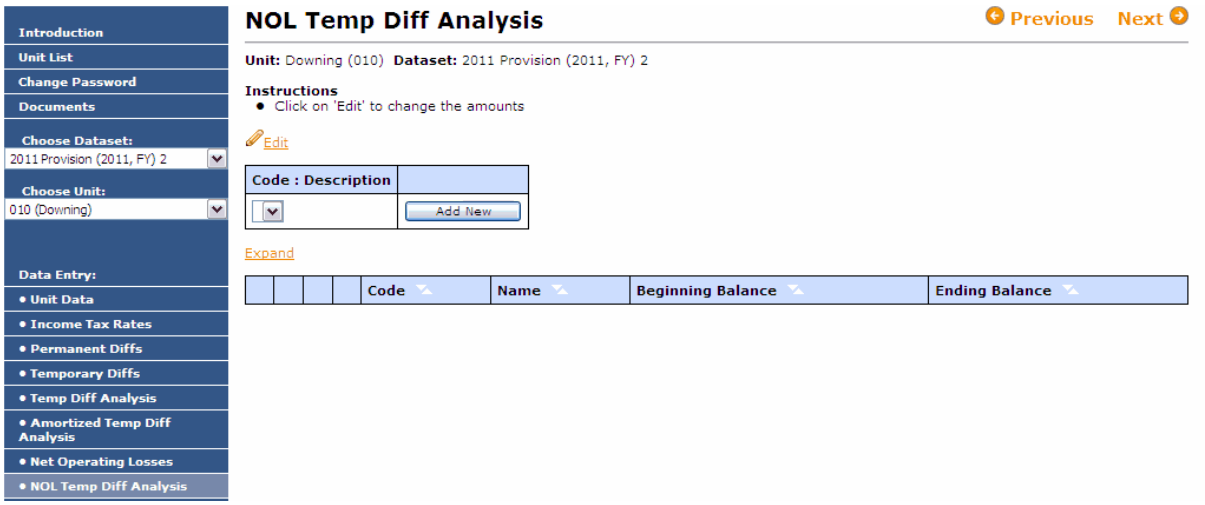
NOL Temp Diff Analysis

A **NOL Temp Diff** occurs when users have a loss before tax book loss or the deductions are more than the income for the year. An NOL can be carried forward to future years to offset income, and thus reduce the tax liability. Enter the NOL for the unit selected in local currency. NOL_SYS automatically generates an NOL when taxable income is negative; it also automatically uses NOLs when income is present.

Note: Tax Basis Temporary Difference screens allow users to enter amounts as purely tax balances, with or without book or net of book.



Enter a separate line item for each Net Operating Loss:

1. Select the appropriate code-description from the drop-down menu in the first column.
2. Indicate whether the NOL item is classified as current or non-current.
3. The carryover balance, if any, is automatically pre-populated.
4. Enter the current activity amount in local currency.
5. There are also fields for entering deferred adjustments and balance sheet only adjustments.
6. Click **Add New** to create the temporary difference.

Notes:

- Refer to the Where to Enter Items in ONESOURCE Tax Provision section for more information on the different types of adjustments (i.e., current activity, deferred only, and balance sheet only).
- If a new NOL item is required, contact the Corporate Tax Department.

After a temporary difference item is created, users can edit or delete it by clicking the appropriate icon. Click the pencil icon to edit the entry. Select Save Changes after making any changes. users can attach files to individual temporary difference items on this page. If users have supporting documents, click the **paper clip** or **filing cabinet** next to the item. Also, users have the ability to add and update comment to a line item. users may click on the comment icon then add comments, as needed.

The impact of individual temporary differences on the tax provision can be viewed on the Tax Provision report and the Effective Rate report.
Global Access users can enter information in the current activity, deferred only, and balance sheet only

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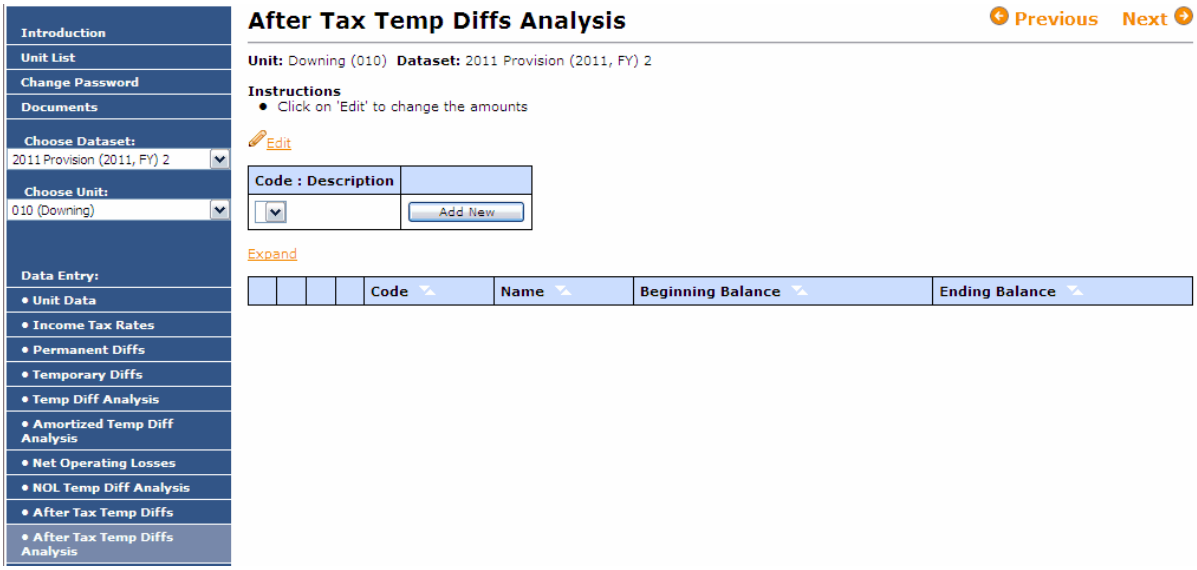
fields using the income statement approach. Or users can input an ending balance amount and have the application calculate the current activity using the balance sheet approach. Administrators can enable the balance sheet approach through a parameter. However, even with this parameter Global Access, users still have the option to take either approach for each line item.

After Tax Temp Diffs Analysis

The **After Tax Temporary Diffs** page allows users to enter after tax adjustments that are temporary in nature.

Note: Tax Basis Temporary Difference screens allow users to enter amounts as purely tax balances, with or without book or net of book.



Enter a separate line item for each After Tax Temporary Difference:

1. Select the appropriate code-description from the drop-down menu in the first column.
2. Indicate whether the item is classified as current or non-current.
3. The carryover balance, if any, is automatically pre-populated.
4. Enter the current activity amount in local currency.
5. There are also fields for entering deferred adjustments and balance sheet only adjustments.
6. Click **Add New** to create the temporary difference.

Notes:

- Refer to the Where to Enter Items in ONESOURCE Tax Provision section for more information on the different types of adjustments (i.e., current activity, deferred only, and balance sheet only).
- If a new after tax temporary difference item is required, contact the Corporate Tax Department.

After a temporary difference item is created, users can edit or delete it by clicking the appropriate icon. Click the pencil icon to edit the entry. Select Save Changes after making any changes. Users can attach files to individual temporary difference item on this page. If users have supporting documents,

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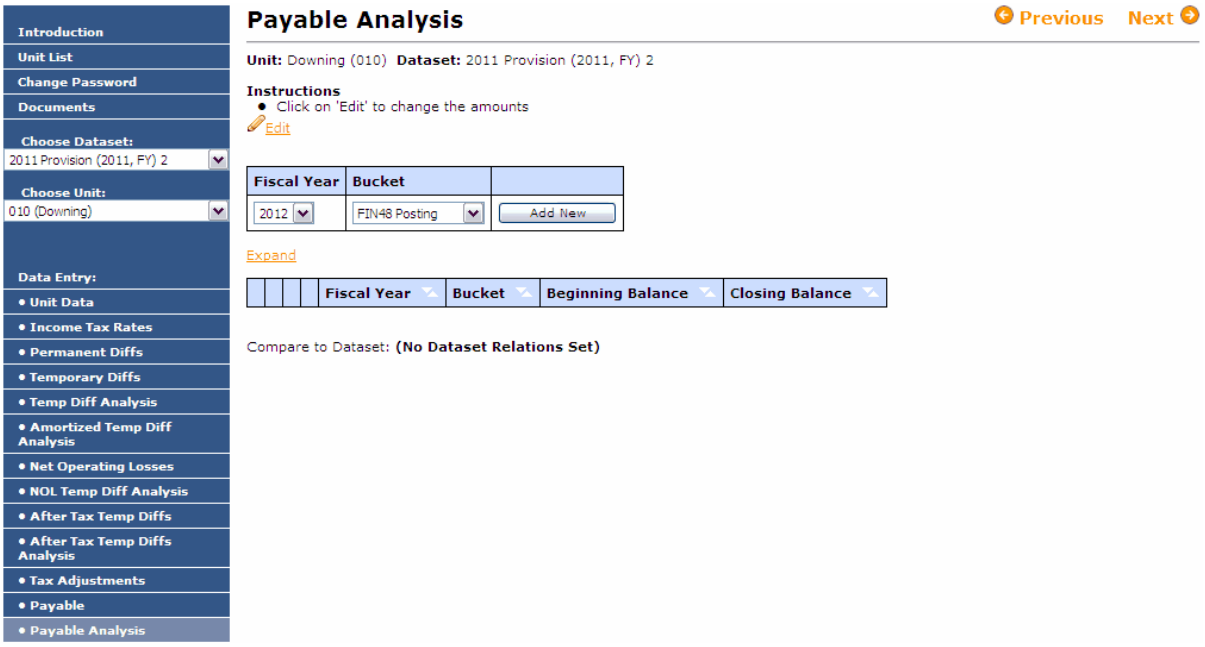
click the **paper clip** or **filing cabinet** next to the item. Also, users have the ability to add and update comment to a line item. Users may click on the comment icon then add comments, as needed.

The impact of individual temporary differences on the tax provision can be viewed on the Tax Provision report and the Deferred Balances report.

Payable Analysis

The **Payable Analysis** page allows users to enter items that impact the current tax payable account.



Enter a separate line item for each Payable:

1. Select the appropriate **File Year**.
2. Select the **Bucket**.
3. Click **Add New** to create the Payable.

After a payable item is created, users can edit or delete it by clicking the appropriate icon. Click the **pencil icon** to edit the entry. Select **Save Changes** after making any changes. Users can attach files to individual payable items on this page. If users have supporting documents, click the **paper clip** or **filing cabinet** next to the item. Also, users have the ability to add and update comment to a line item. Users may click on the comment icon then add comments, as needed.

Note: This screen can be added to the menu with using the Menu Configurations screen.

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Tax Accounts

The **Tax Accounts** page allows users to enter the unit's trial balance amount for each general ledger account.

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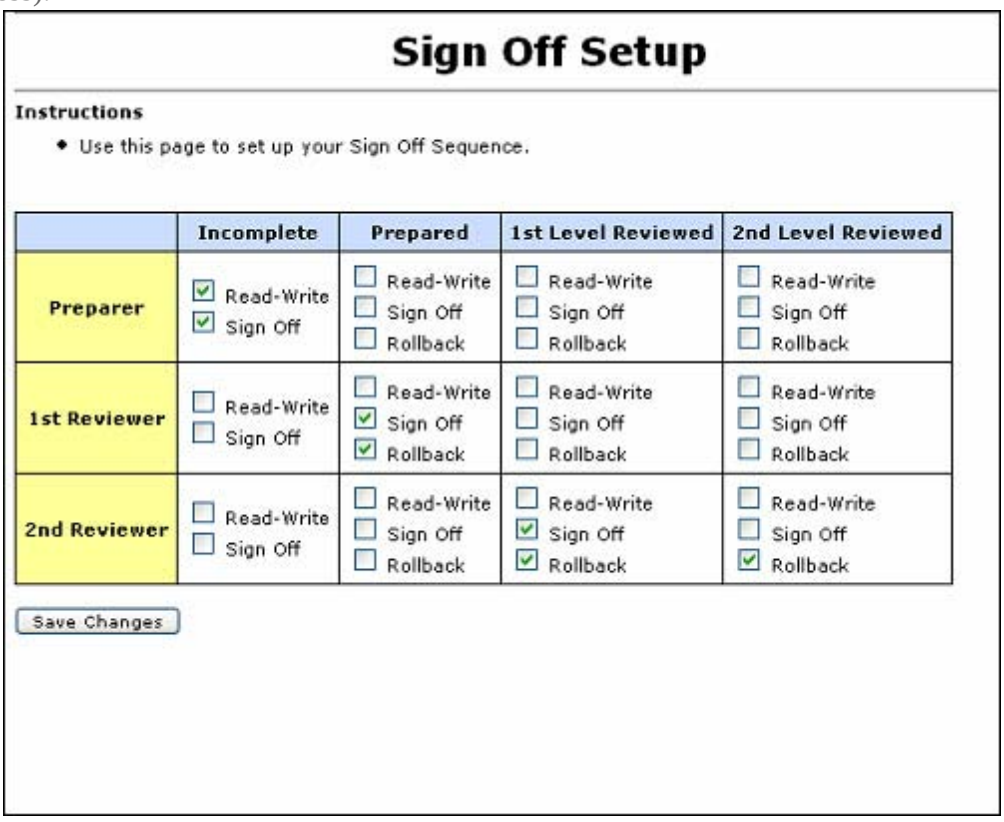
Administration

Administrators can use ONESOURCE Tax Provision to manage users and configure Global Access to meet their needs. Although most administrative functions in ONESOURCE Tax Provision are related to the initial setup of Global Access, the Global Access Administration page provides Administrators with the flexibility to modify instructions and questionnaires.

Note: Only Administrators have access to the Global Access Administration section. The URL for this section is: http://[the Global Access Module link here]/admin

Sign-Off Setup Sequence

On the **Sign-Off Setup** page, Administrators set up user's sign-off roles using the matrix on the page. They can configure each sign-off level and grant specific access levels (i.e., read-only and read-write access).



Note: When a unit is **Signed Off** to Preparer, the instructions no longer appear on each page.

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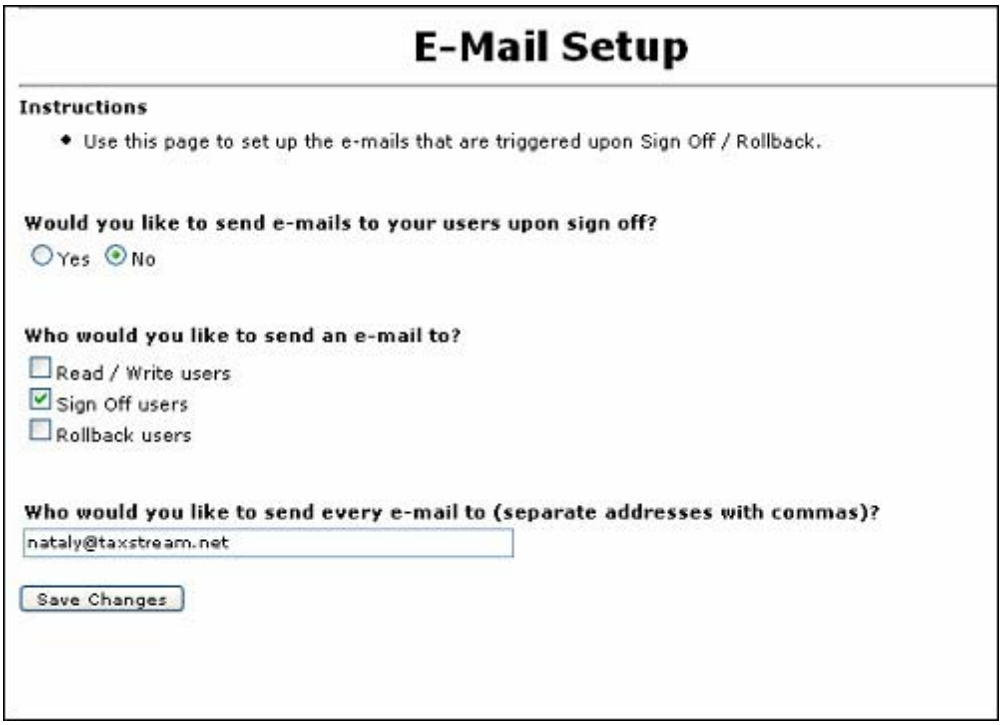
E-Mail Setup Notification

Administrators use the **E-Mail Setup** page to send out email messages after each user signs off or rolls back a dataset. Email messages can be sent out to read/write users, sign-off users, roll back users, or all users. Users can also enter email addresses of other people who would like to receive these messages.
users may set up a application configuration to take advantage of the email notification feature. The parameter may be set up in the ONESOURCE Tax Provision application within the System folder in Manage Configurations,in the Global Access tab. Also, users may contact the Implementation Manager or the Support Group for further assistance.


E-Mail Setup
Instructions
Use this page to set up the e-mails that are triggered upon Sign Off / Rollback.
Would you like to send e-mails to your users upon sign off?
Yes
No
Who would you like to send an e-mail to?
Read / Write users
Sign Off users
Rollback users
Who would you like to send every e-mail to (separate addresses with commas)?
nataly@taxstream.net
Save Changes

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Return to Provision

Once return data is entered, true-up adjustments are posted to the current year's provision dataset. Automatic posting of return to provision adjustments triggered in one of two ways: **the sign-off status** or clicking the **Post RTP** button on the Return to Provision page.

Administrators can decide the sign-off level at which the automatic return to provision adjustments are posted to the entity. For example, selecting the Incomplete to Prepared option causes return to provision adjustments to automatically post once the preparer signs off on the entity.

Alternately, administrators can add the necessary parameter, so that users can click the **Post RTP** button.

In addition to the setup above, users must set up the dataset configurations to relate a Return Dataset to a RTP Provision and Target Dataset. To perform this task, go to **Manage Datasets**, in the **Administration** area in the Desktop client. Also, tax adjustment codes must be set up for the automatic posting functionality to work properly. For tax adjustments to automatically flow through to the payable, use the following codes: NC_RTP_YYYY_PERM (This takes care of true-ups for Pre-Tax Book Income, permanent differences, and tax adjustments.) and NC_RTP_YYYY_TEMP (This takes care of true-ups for temporary differences, NOL temporary differences, and after-tax temporary differences.).

Note: In versions 6.1 and higher, Administrators have for Return to Provision

- The ability to hide RTP columns to allow user to enter RTP directly into the Difference column
  Parameter HIDE_RTPCOLUMNS with a paramvalue of 1
- The ability to add comments to RTPs
  Parameter SHOW_RTP_COMMENTS with a paramvalue of 1

Manage Questionnaires

Administrators use the **Manage Questionnaires** page to create dataset-specific questionnaires. To activate this page, enable the Advanced Questionnaire parameter.
Questions are assigned a unique code and are ordered according to the coding scheme. For each question, Administrators assign a response type: Text, Yes/No, Yes/No or N/A, Number, Decimal, or Header.

- Selecting Header allows users to create titles for different sections of the questionnaire.
- If the Required field is set to True, the question must be answered before sign-off.
- Questionnaires can be set up and imported into ONESOURCE Tax Provision through the #UQUEST# Questionnaires and the #UQSTNS# Questions tabs on the Import Numbers template.
- Questionnaires allow 3500 text characters.

Note: For more information on importing, refer to the Importing Templates documentation.

- Users can assign the same questionnaire to more than one dataset to use with the Copy questions from function.

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Creating a Checklist

Checklists are similar to questionnaires. However, they can be configured for various statuses, such as Incomplete, Prepared, and 1st-level reviewed.

To create a checklist:

1. Log in the Global Access Administration page.
2. Go to the Manage Questionnaires page. Select a dataset and add the code cl_XXXX_# with the following criteria:

- Checklist codes must begin with "cl_." (This prefix distinguishes checklists from questionnaires.)
- XXXX can be any unique string that does not contain spaces.
- A checklist can be created for each status. # is the current status of the unit. For example:
- cl_XXXX_1 appears for units that have a status of Incomplete.
- cl_XXXX_2 appears for units that have a status of Prepared.

3. Click Create.
4. Create questions.
5. Add a checklist entry to the appropriate MenuConfig file using the following line:
<MenuItem order="11" name="Checklist"
"tswSignOffCheckList.jsp?code=cl_XXXX" checklistCode="cl_XXXX" />.
6. Upload the MenuConfig file on the Manage Global Attachments page.

Important: Do not append the unit state to the code in the MenuConfig file. The application automatically appends an underscore and the current status to the checklist code, resulting in cl_XXXX_#.

7. Log back in as a user. A drop-down list appears all checklists. Find the appropriate list using the checklist code and current status.

The Checklist Summary report shows all previous checklists, along with the answers that the users for each status provided.

Notes: An error message appears if no checklist is located with the specified unit/state combination. Give checklists meaningful names to distinguish them on the report. It is recommended that users include the status in the report name.

Manage Instructions

In versions 6.1 and higher, administrators may change instructions directly on data entry pages. Users can also modify and save the Forecast and Actual instructions. The instructions are saved per dataset type and language.
Administrators can update instructions for each page using the **Instructions Setup** page in the Administration section. Instructions are saved as text files and be written in well-formed HTML.

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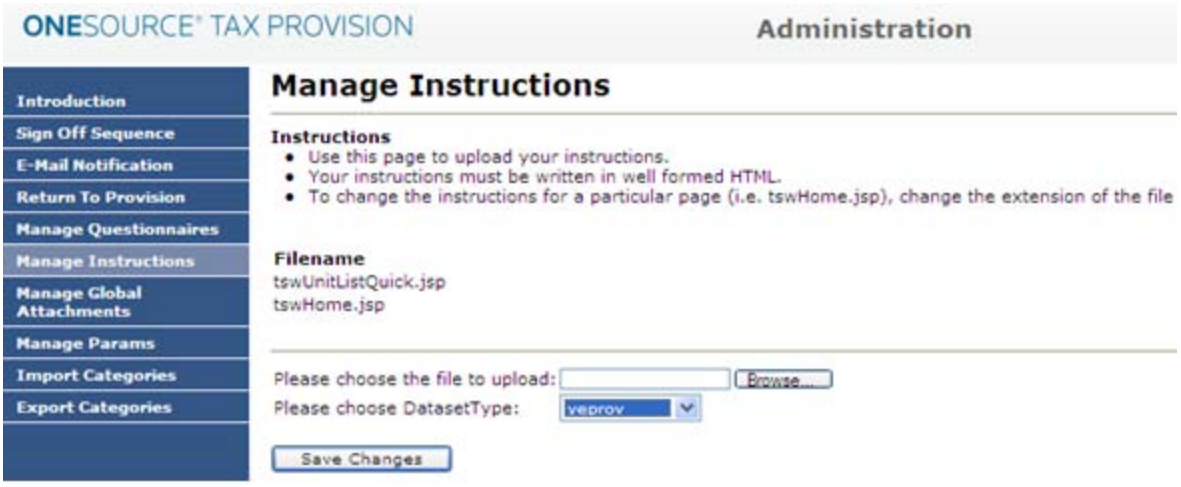
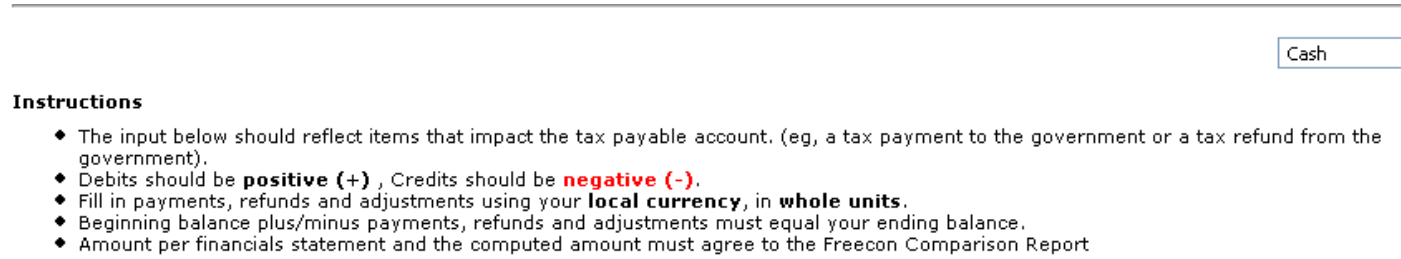


Instructions Sample:
"Instructions
The input below reflects items that impact the tax payable account. (eg, a tax payment to the government or a tax refund from the government).
Debits are positive (+), Credits are negative (-).
Fill in payments, refunds and adjustments using the local currency in whole units. Beginning balance plus/minus payments, refunds and adjustments must equal the ending balance.
Amount per financials statement and the computed amount must agree to the Journal Entry Comparison report.
"
The sample shows the instructions written in well-formed HTML. We have written a specific text file for every page. Users can change the text and upload modified files. Refer to the attached file: "Instructions for Global Access Module."
The screen shot below shows the instructions as they appear on the page:


Cash
Instructions
The input below should reflect items that impact the tax payable account. (eg, a tax payment to the government or a tax refund from the government).
Debits should be positive (+) , Credits should be negative (-).
Fill in payments, refunds and adjustments using your local currency, in whole units.
Beginning balance plus/minus payments, refunds and adjustments must equal your ending balance.
Amount per financials statement and the computed amount must agree to the Freecon Comparison Report

Instructions

[tswHome.txt]

This Tax Package is required in order to properly account for the company's income taxes under US Generally Accepted Accounting Principles ("GAAP"). FAS 109, Accounting for Income Taxes, establishes financial and reporting standards for the effects of income taxes that result from an entity's activities during the current and preceding years.

The Corporate Tax Department will use this information in calculating and supporting the amounts included in the company's income tax accounts which are reported in the annual financial statements and audited by our auditors.

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Selected entities will be reviewed by our auditors. If users are selected users will be contacted. If our auditors determine that they are going to audit a legal entity that users are responsible for, this application will provide the necessary reports for the FAS 109 calculation.

If users have any questions as users prepare this tax package, contact the Corporate Tax Department

[tswUnitList.txt]

Instructions
Generally, a unit represents a legal entity.
The entities for which users are responsible are listed below.
Click on 'Begin' in the appropriate column for each entity to get to the data entry pages.
 There is also a status indicator in each row. This indicator shows one of four status descriptions:
'Incomplete' indicates that the Preparer has not completed data entry.
'Prepared' indicates that the Preparer has finished data entry.
'1st Level Reviewed' indicates that the Reviewer has finished their review.
'2nd Level Reviewed' indicates that the Financial Officer responsible for this entity has signed off on this income tax calculation. Once the unit has been 2nd Level Reviewed, users cannot make any further changes to that unit without contacting the Corporate Tax Department.

[tswLiabilitiesAdv_Fed.txt]

Instructions
The input below reflect the items that impact the tax payable account. (eg, a tax payment to the government or a tax refund from the government).

Payments are be positive (+), Refunds are be negative (-).
Fill in payments, refunds and adjustments using the Functional currency, in whole units.
Input the Ending Income Tax Payable Balance using the Functional currency, in whole units. Beginning balance plus/minus payments, refunds and adjustments must equal the ending balance.
Amount per financials statement and the computed USD amount must Agree (See Income Tax Acct Report)

[tswUnitATTempDiffs.txt]

Instructions
An after tax temporary difference is a modification to the current and future tax provision, which is reported on an after-tax basis
Add each after tax temporary difference as follows:
Select the appropriate after tax temporary difference from the drop down.
Enter the amount using the local currency, in whole units.
Click on the 'Add New' button.
The deferred only input is used for activity that impacts the deferred provision but not the current provision.
If additional new After Tax Temporary differences are required, contact the Next Tax Office

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[tswUnitNOLs.txt]

Instructions
Enter the net operating losses that will be reported on the income tax return for this legal entity.
Add each net operating loss as follows:
Select the appropriate net operating loss from the drop down.
Select the current or non-current designation.
Enter the Current Activity Amount in the local currency, in whole units.
If appropriate, enter a Deferred Only amount or a Balance Sheet Only amount. Note that users cannot enter non-zero values for both.
Click on the 'Add New' button.
If applicable, enter valuation allowances.

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Manage Global Attachments

Administrators use the **Global Attachments** page to attach any file to be shared with other users, such as a manual or a contact list. Users can attach any type of file (i.e., Word document, Excel spreadsheet, pdf file, text file, etc) as a Global Attachments page.

To add a new file:
1. Click Browse
2. Select the file.
3. Enter a description and code.
4. Select **Yes** from the drop-down list to add the file on the Introduction page.

Note: Files that appear on the **Introduction** page appear for all users upon login, regardless of level.

Global Attachments
Instructions
Use this page to upload your global attachments.
To allow for the downloading of your attachment on the Introduction Page, select "Yes" for "Show on Intro Page".
Certain codes are designated for different items in your iTaxStream. For instance:
The code "Corp_Contacts" will use your upload as the Corporate Tax Dept. Contacts
List of Files
Filename Description Code Show Download Delete
export categories 10.04.2007 10.51 am.xls test Corp_Contacts No Download Delete
je_merck1.xsl Journal Entry JE1 No Download Delete
Attach New File
File:
Browse...
Description:
Code:
Show on Intro Page:
No
Attach

Journal Entries

Administrators can upload Journal Entry reports in the Manage Global Attachments page.

Customized JE Reports (je1.xsl)

1. Click **Browse** to locate the je1.xsl file.
2. Enter **JE1** as the code.
3. Add a description
4. Select **No** from the Show on intro page drop-down list.
5. Click **Attach**

Configurable JE Reports (ouputjesbase.xsl) -

Note: Configurable JE reports are available only in versions 6.1 or higher.

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1. Click **Browse** to locate the ouputjesbase.xsl file.
2. Enter **ouputjesbase** as the code.
3. Add a description
4. Select **No** on show on intro page Drop down.
5. Click **Attach**

Users also need to configure the menu item for each configurable report so that a link appears on the menu.

Plug-in Reports

Plug-in reports need to be configured in ONESOURCE Tax Provision in order to be available in Global Access.

Upload the menu that contains the following change in the report section:

<MenuItem order="(a number)" name="(name of the report)" link="tswPluginReport.jsp?name=(name of the report as defined in Enterprise)" />

Example:

<MenuItem order="14" name="Plug in Report" link="tswPluginReport.jsp?name=test"

Corporate Contacts

Users can upload a document with a list of the corporate department contacts through the Manage Global Attachments area. Be sure to use the appropriate code (e.g., Corp_Contacts for Corporate Contact List) when uploading the file to attach it to the Corp. Tax Dept Contacts link in Global Access.

Menu Configuration

Depending on the type of dataset published in Global Access, the menu can be configured (e.g., yeprov for a regular dataset, yeprovgs for GAAP to STAT datasets, and retprov for return to provision datasets) to show different options. If users would like to modify the menu bar, users may set that up in the **Menu Configurations** area.

Manage Menu Configurations

Manage Menu Configurations enables users to customize the menu bar for the home page of a dataset. Users can rearrange the order of the menu bar and change field names. The menu structure allows users to easily change the menu item order, suppress, and/or add items. Users have the ability to easily control the menu depending on the specific needs.

Depending on the type of dataset published in Global Access, be sure to use the appropriate menu item (e.g., yeprov for a regular dataset, yeprovgs for GAAP to STAT datsets, and retprov for return to provision datasets).

Notes:

- The default menu structure is composed of 5 groups: Main, Data Entry, Reports, Local Data Entry, and Local Reports.
- Easy to edit menu structure can be configured by an administrator using the ONESOURCE GAM Menu Configuration Utility
- The menu structure is configurable on a dataset/skin basis
- Users no longer need to understand XML to configure the menu

In the **GAM Menu Configurations Utility**, users have the ability to configure the menu bar by selecting items from the **Add Menu Item** from the drop-down menu.

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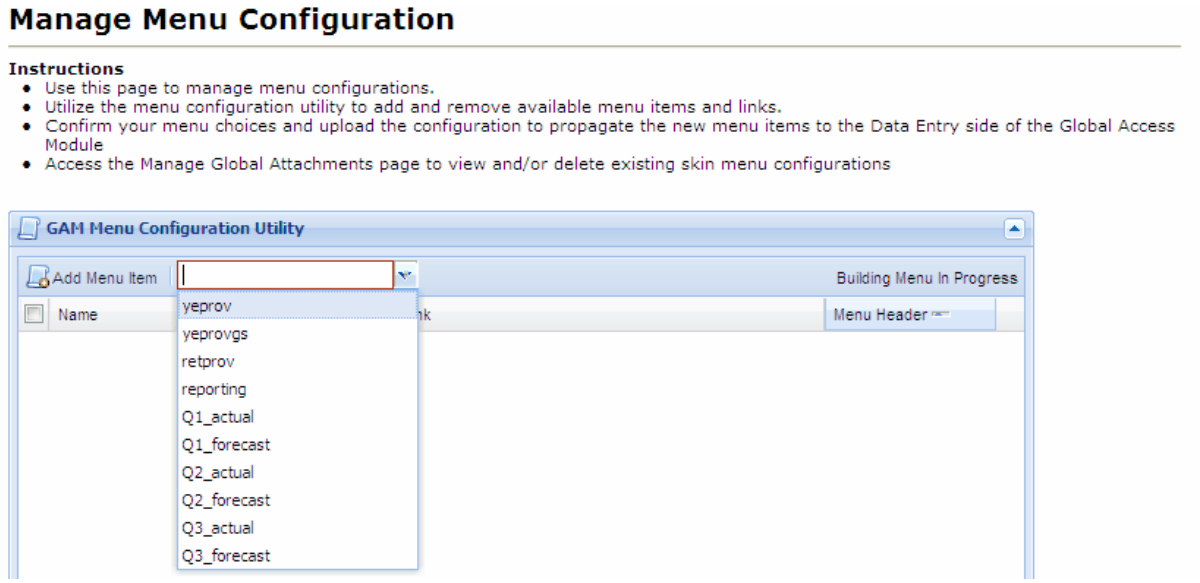
Manage Menu Configuration
Instructions
Use this page to manage menu configurations.
Utilize the menu configuration utility to add and remove available menu items and links.
Confirm your menu choices and upload the configuration to propagate the new menu items to the Data Entry side of the Global Access Module
Access the Manage Global Attachments page to view and/or delete existing skin menu configurations
GAM Menu Configuration Utility
Add Menu Item
Building Menu In Progress
Name
Menu Header
yeprov
yeprovgs
retprov
reporting
Q1_actual
Q1_forecast
Q2_actual
Q2_forecast
Q3_actual
Q3_forecast

The Menu Item Type available include:

- Data Entry
- Reports
- Local Data Entry
- Local Reports
- Plugin Reports

To configure a Menu Item, select the appropriate radio button for the **Menu Item Type,** then from the drop-down menu select the **Menu Item Link.**

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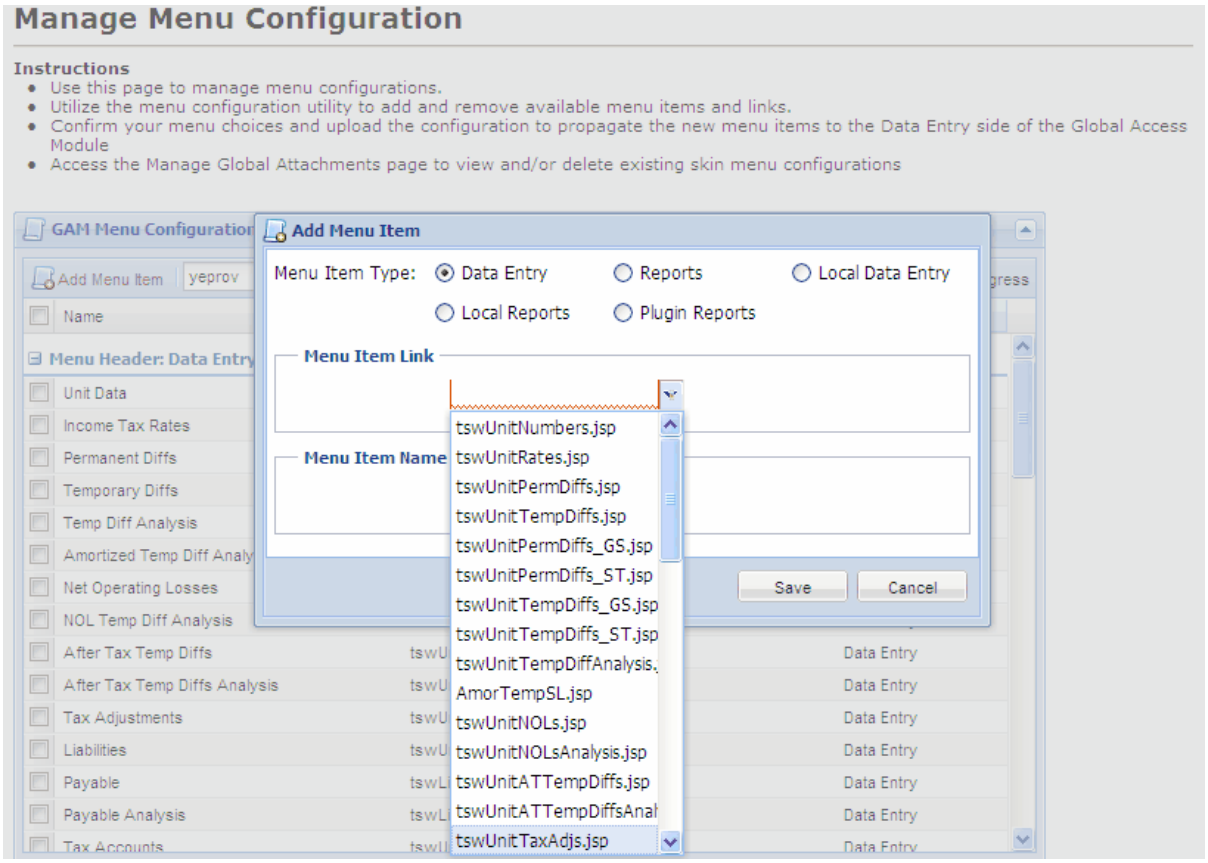
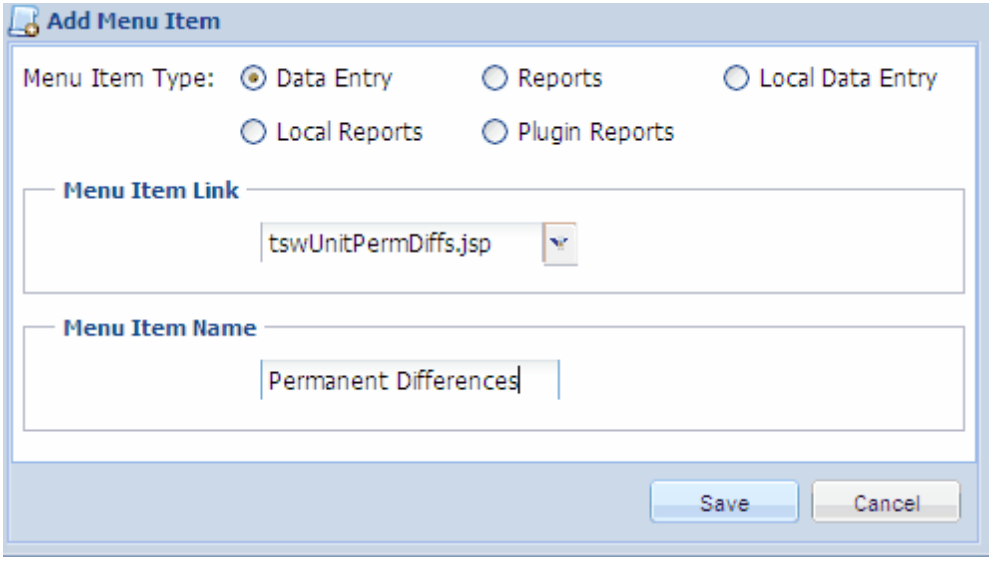


Next, enter the name for the **Menu Item Name** and click **Save**.



Click on the **Name, Link, or Menu Header** drop-down arrows to sort the list. Users may sort **Ascending** and **Descending**. The Columns may be sorted by **Name**, **Link**, and **Menu Header**. Users also have the ability to gather the information in other formats by selecting the **Group By This Field** and **Show in Groups.**

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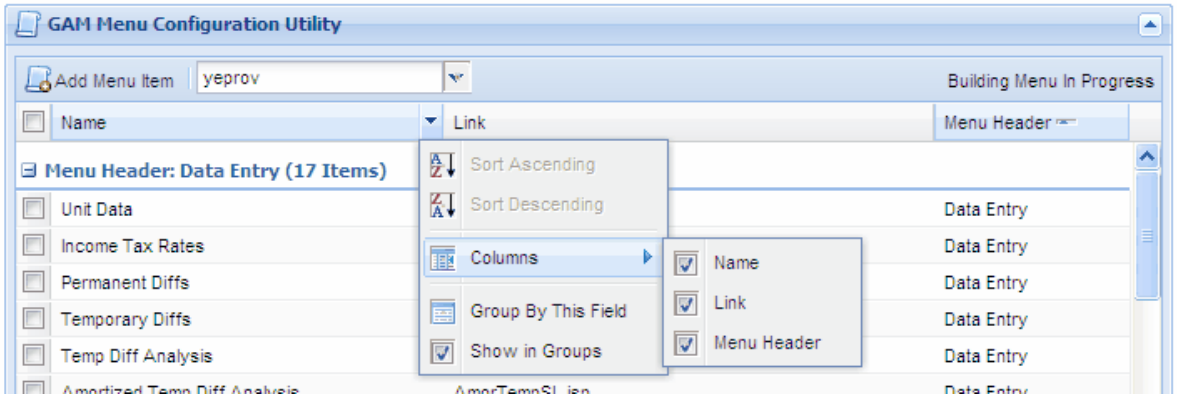
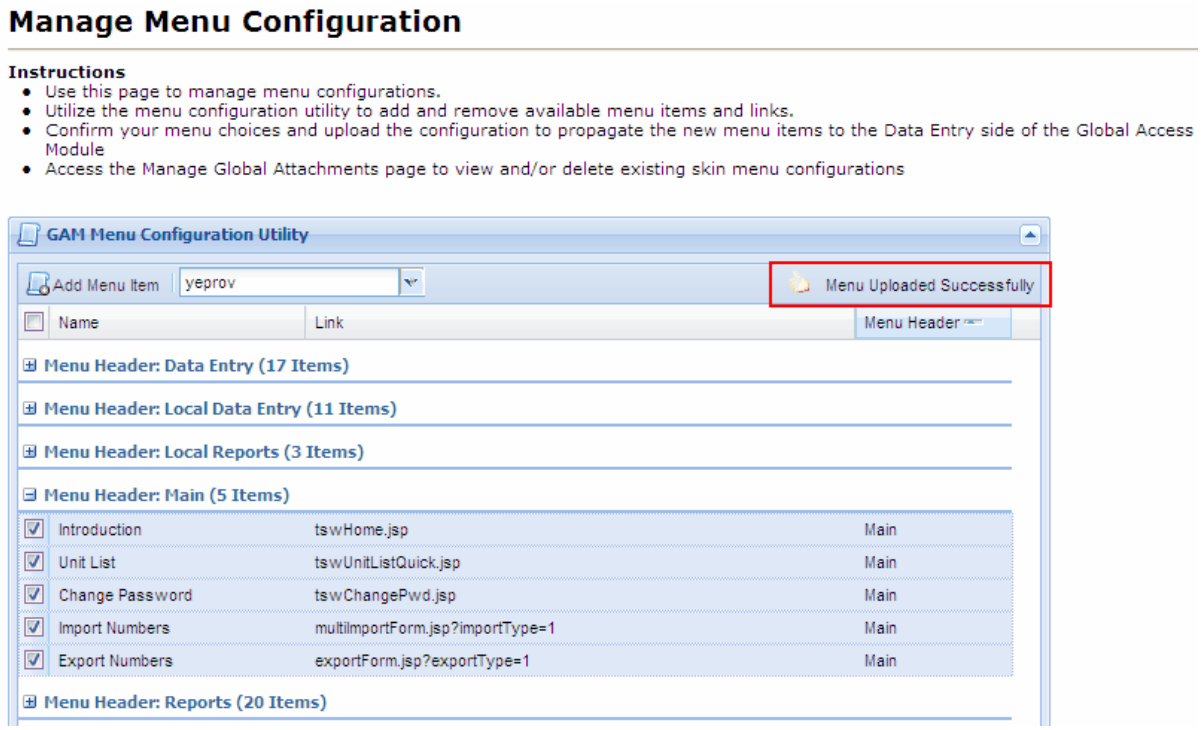
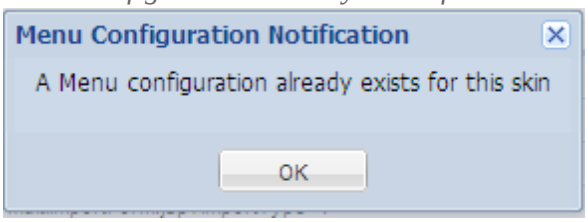


Once the selections have been completed, select **Done**. The Building Menu in Progress status updates to show the **Menu Uploaded Successfully**.


Manage Menu Configuration
Instructions
Use this page to manage menu configurations.
Utilize the menu configuration utility to add and remove available menu items and links.
Confirm your menu choices and upload the configuration to propagate the new menu items to the Data Entry side of the Global Access Module
Access the Manage Global Attachments page to view and/or delete existing skin menu configurations
GAM Menu Configuration Utility
Add Menu Item
yeprov
Menu Uploaded Successfully
Name
Link
Menu Header
Menu Header: Data Entry (17 Items)
Menu Header: Local Data Entry (11 Items)
Menu Header: Local Reports (3 Items)
Menu Header: Main (5 Items)
Introduction tswHome.jsp Main
Unit List tswUnitListQuick.jsp Main
Change Password tswChangePwd.jsp Main
Import Numbers multiImportForm.jsp?importType=1 Main
Export Numbers exportForm.jsp?exportType=1 Main
Menu Header: Reports (20 Items)

Once users have created a skin for a Menu Item, that skin will be used and a new one may not be created. If the skin already exists users will be receive a **Menu Configuration Notification**: *A Menu configuration already exists for this skin*.



Users may view the menu configuration just created, by selecting **Manage Global Attachments**.

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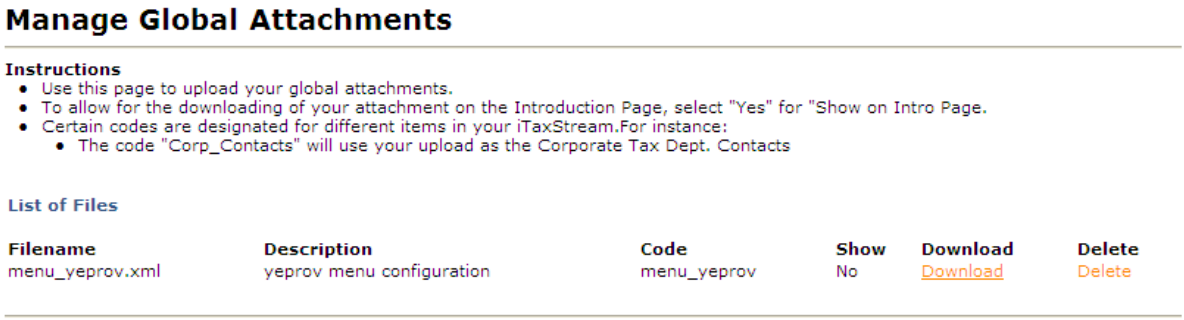


Manage Configurations

Manage Configurations can be found in the ONESOURCE Tax Provision application. Both ONESOURCE Tax Provision and Global Access have been migrating away from having to know/ understand a parameter outside the application. In the Administration area of the ONESOURCE Tax Provision application, users will find in the System folder, Manage Configurations. This area allows the Administrator to activate additional functionality within the application by selecting the respective parameters. Parameters have been added in this area to allow easier configuration of the application.

Note: With version 8.0., the Global Access tab has been added to assist users in setting up the parameters for the Global Access application.

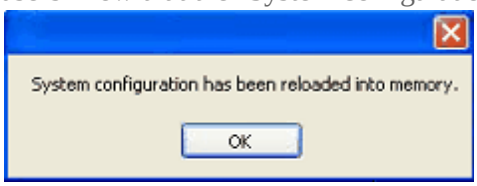
Select the Global Access tab to configure the parameters.

Users will find the tabs represent specific functions of the application and the parameters are activated within each tab. Below is the list of tabs available for Global Access.

GLOBAL ACCESS

- General
- ADS Col Type
- Switch
- Perms
- Temps
- Payable
- Tax Adjs
- TBBS

Note: Users are not required to exit the software for selected System Configurations to take effect. When users migrate away from Manage Configurations, a dialog box will pop-up letting users know that the "System configuration has been reloaded into memory."



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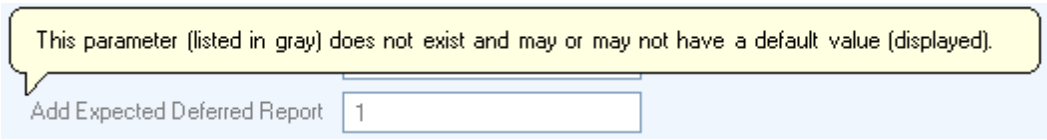
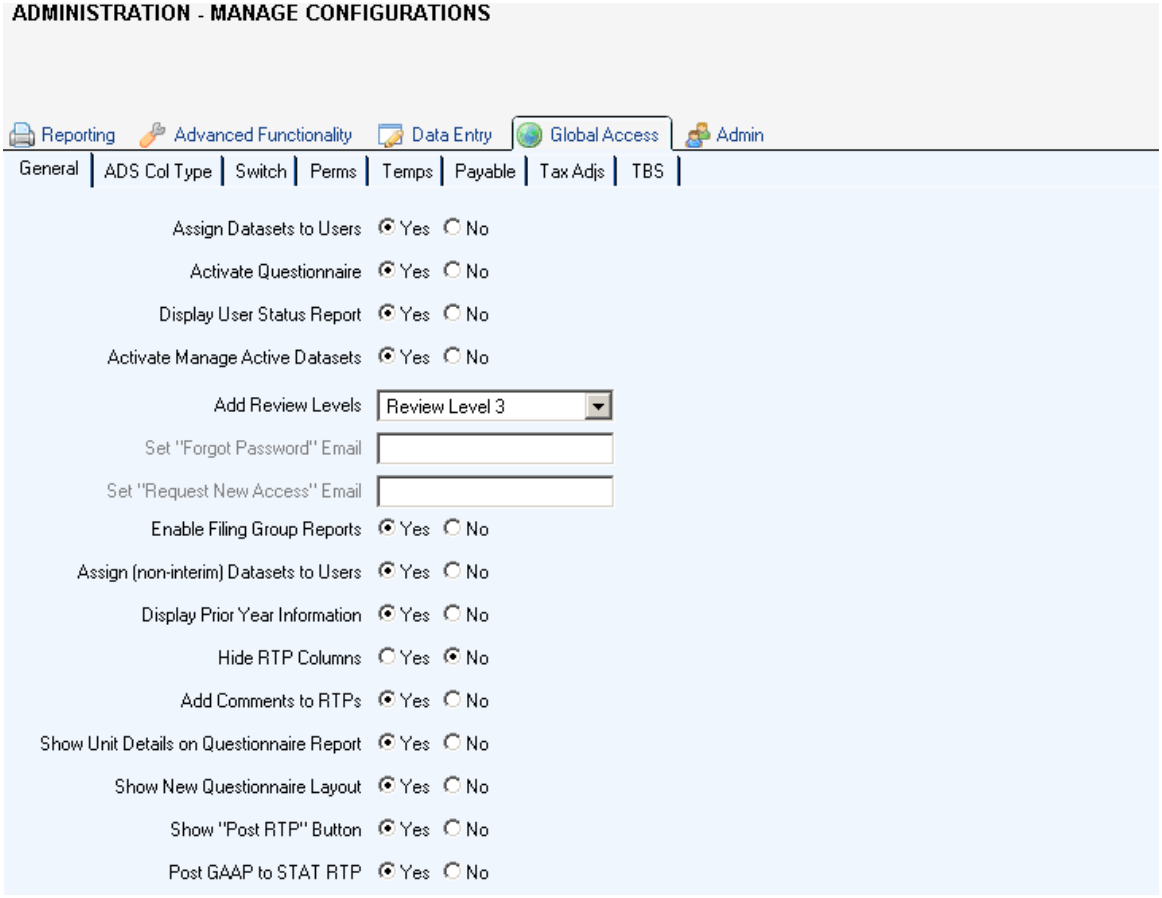
Initially, some parameters are grayed out because the parameter does not exist in the system.


This parameter (listed in gray) does not exist and may or may not have a default value (displayed).
Add Expected Deferred Report
1

Once a selection is made for an item, the parameter is activated in the system. The parameter then shows in blue font to reflect that a change has been made. The next time users log in, the parameter is reflected in black font.

Click on the Parameter name and the Description for that parameter will appear at the bottom of the screen. Users have the ability to hide this screen by clicking on the thumb tack icon at the bottom right of the screen. To unhide click on the Description icon at the bottom left of the screen.



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Global Access

The following reference chart for Global Access lists parameters that can be configured in the ONESOURCE Tax Provision application.

To view the Global Access parameters within the Tax Provision application:

1. Select **Administration**.
2. Select the **System** folder.
3. Select the **Manage Configurations** folder.

Global Access Section	Parameters
General	
	Assign Datasets to Users
	Activate Questionnaire
	Display User Status Report
	Activate Manage Active Datasets
	Activate Manage Active Datasets
	Set "Forgot Password" Email
	Set "Request New Access" Email
	Enable Filing Group Reports
	Assign (non-interim) Datasets to Users
	Display Prior Year Information
	Hide RTP Columns
	Add Comments to RTPs
	Show Unit Details on Questionnaire Report
	Show New Questionnaire Layout
	Show "Post RTP Button"
	Post GAAP to STAT RTP
ADS COL Type	
	Display dataset Typed in Drop-down #1-15
Switch	
	Switch
Perms	
	Add Tag to Perm Drop-down Menu
	yeprov#1
Temps	
	Add Tag to Temp Drop-down Menu
	yeprov#1
Payable	
	Add Tag to Payable Drop-down Menu
	yeprov#1

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Global Access Section	Parameters
Tax Adjs	
	Add Tag to Tax Adjs Drop-down Menu
	yeprov#1
TBS	Add Tag to Tax Adjs Drop-down Menu
	yeprov#1
Add Tag Drop Down list includes:	
	liab
	Q1_Actual
	Q1_Forecast
	Q2_Actual
	Q2_Forecast
	Q3_Actual
	Q3_Forecast
	reporting
	retprov
	retprovgs
	retprovgs(gaap)
	retprovgs(stat)
	yeprovgs
	yeprovgs(gaap)
	yeprovgs(stat)

General

In the **General tab**, users can activate system parameters to activate additional Global Access features. To find additional information about a parameter, click on the parameter name and the description will appear at the bottom of the screen.

The following parameters may be configured for the General tab:

Assign Datasets to Users
Adds the ability to assign datasets to a user
Select **Yes** to activate a parameter, and **No** to deactivate the parameter

Activate Questionnaire
Activates the Global Access Questionnaire format
Select **Yes** to activate a parameter, and **No** to deactivate the parameter

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Display User Status Report
Displays the Global Access user status report
Select **Yes** to activate a parameter, and **No** to deactivate the parameter

Activate Manage Active Datasets
Activates the Manage Active Datasets screen
Select **Yes** to activate a parameter, and **No** to deactivate the parameter

Add Review Levels
Makes Preparer, 1st Reviewer, and 2nd Reviewer viewable on the Administer Users administration page
Select the reviewer level from the menu drop-down, **Add Review Levels**

Set "Forgot Password" Email
Enables the email address to populate in the To: field of an email when a user clicks the Forgot Password link
Enter the **email address** to send the request

Set "Request New Access" Email
Enables the email address to populate in the To: field of an email when a user clicks the Request New Access link
Enter the **email address** to send the request

Enable Filing Group Reports
Displays filing group reports in Global Access
Select **Yes** to activate a parameter, and **No** to deactivate the parameter

Assign (non-interim) Datasets to Users
Assigns the datasets to users (non-interim)
Select **Yes** to activate a parameter, and **No** to deactivate the parameter

Display Prior Year Information
Displays the prior year information
Select **Yes** to activate a parameter, and **No** to deactivate the parameter

Hide RTP Columns
Hides the RTP Columns
Select **Yes** to activate a parameter, and **No** to deactivate the parameter

Add Comments to RTPs
Enables comments to be added on the Return to Provision page (Column type: retprov)
Select **Yes** to activate a parameter, and **No** to deactivate the parameter

Show Unit Details on Questionnaire Report
Activates the Foreign/Domestic classification, Country, and Currency for each unit on the Questionnaire Summary report (Global Access)/Questions report (ONESOURCE Tax Provision)
Select **Yes** to activate a parameter, and **No** to deactivate the parameter

Show New Questionnaire Layout
Activates the Questionnaire Summary report (Global Access)/Questions report (ONESOURCE Tax

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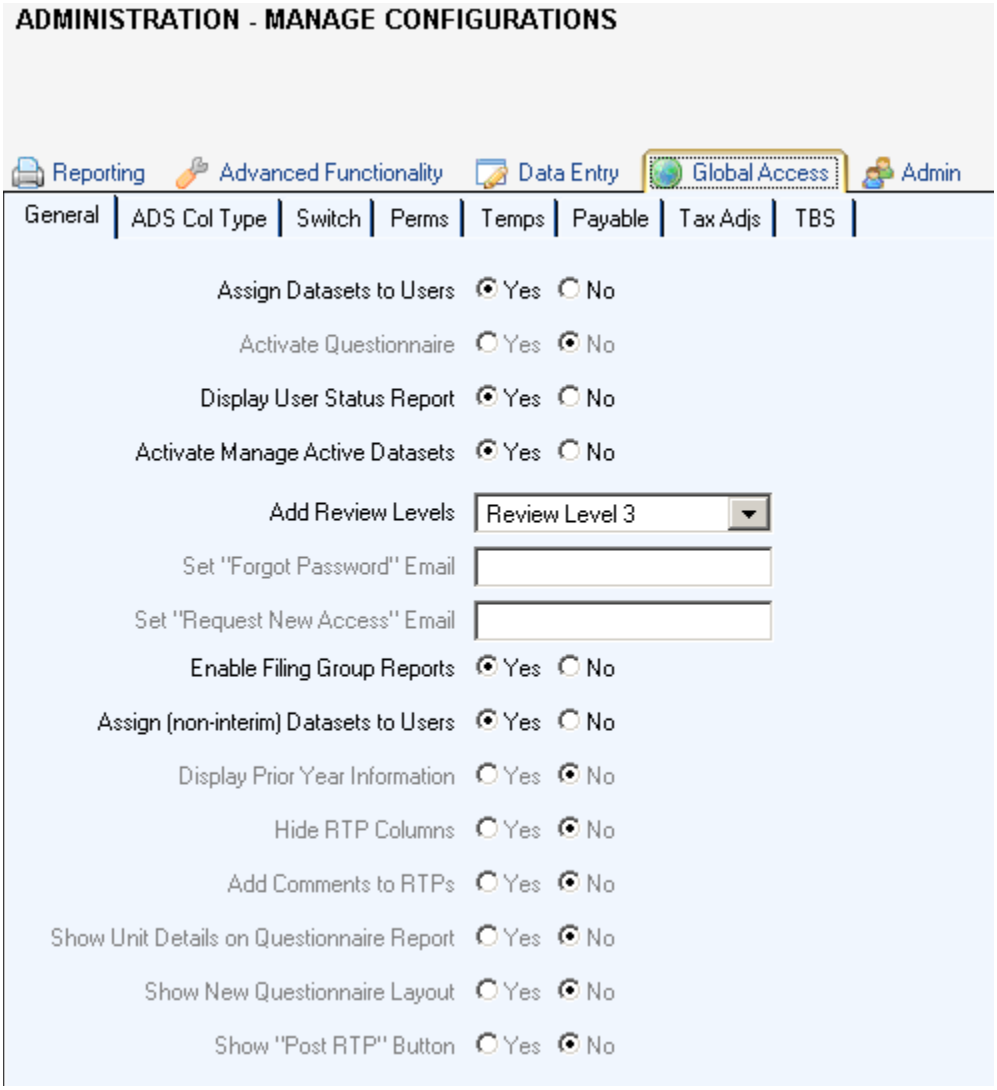
Provision) with units down the left column and full questions across the top. Answers populate the grid
Select **Yes** to activate a parameter, and **No** to deactivate the parameter

Show "Post RTP Button
Shows the Post RTP Button
Select **Yes** to activate a parameter, and **No** to deactivate the parameter

Post GAAP to STAT RTP Button
The parameters are configured in the ONESOURCE Tax Provision application. In the control panel select Administration, then the System folder, Manage Configurations folder, and Global Access folder. The following appears in the Global Access General tab: Parameter Defaults



ADS Col Type

In the ADS Col Type tab, users select system parameters to activate additional Global Access features. To find additional information about a parameter, click on the parameter name and the description will appear at the bottom of the screen.

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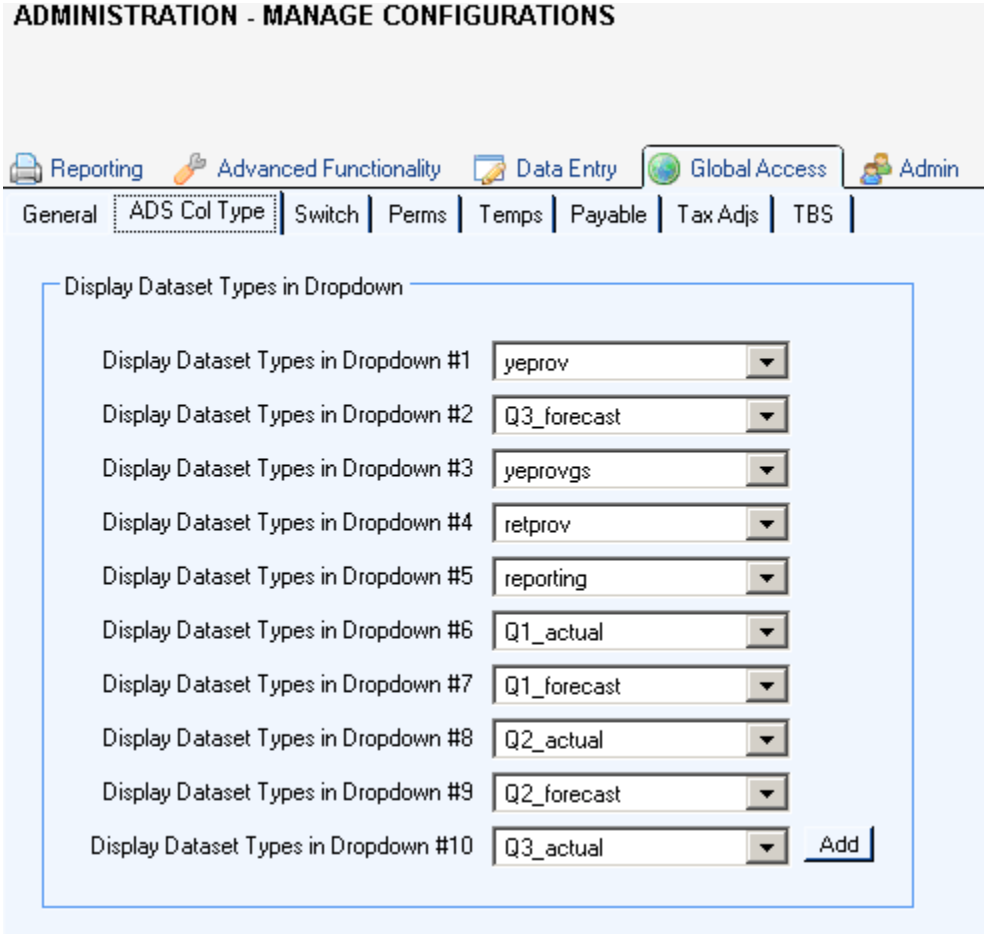
The following parameters may be configured for the ADS Col Type tab:

Display Dataset Types in Dropdown

Users have the ability to select the Display Dataset Types in Dropdown #1-10 from the menu drop-down then select Add.
The selection displays as an option in the Col.Type drop-down list in the Manage Active Datasets screen in the Administration area.

Examples: yeprov, Q3_forecast, yeprovgs , retprov, reporting, Q1 actual, Q1 forecast



Switch

In the Switch tab, users can activate system parameters to activate additional Global Access features. To find additional information about a parameter, click on the parameter name and the description will appear at the bottom of the screen.

The following parameters may be configured for the Switch tab:

Switch

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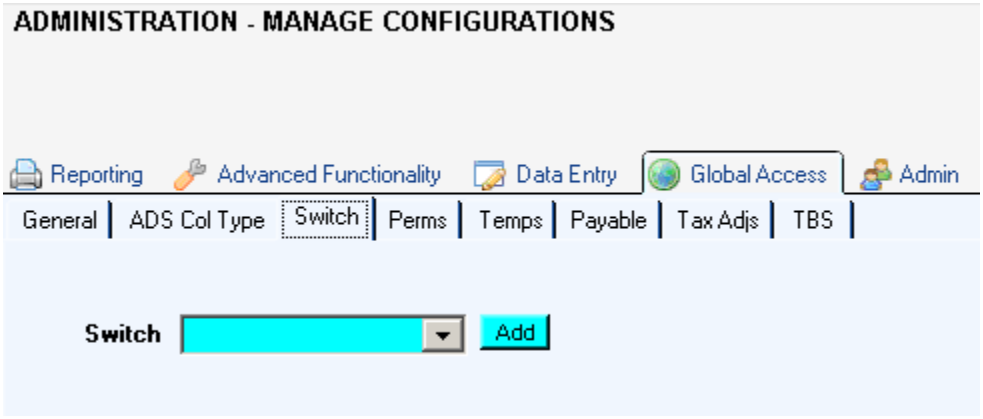
The following parameters apply to more than one page throughout the application. Select from the Switch drop-down menu to Add the parameter to the application.



Perms

In the Perms tab, users can activate system parameters to activate additional Global Access features. To find additional information about a parameter, click on the parameter name and the description will appear at the bottom of the screen.

The following parameters may be configured for the Perms tab:

Add Tag to Perm Drop-Down Menu
Users can add multiple tags to the Perms drop-down menu.

Users can create the following tags for temporary adjustments:

- reporting
- retprov
- retprovgs
- yeprov
- yeprovgs (gaap)
- yeprov (stat)

To create tags:

1. Click on the Add Tag to Perm Drop-Down Menu.
2. Click the type of tag to create. For example, users can select yeprov from the drop-down menu.
3. Click Add.
4. In the following box, click the drop-down list and select the tag letter for the tag.
5. Click Add.

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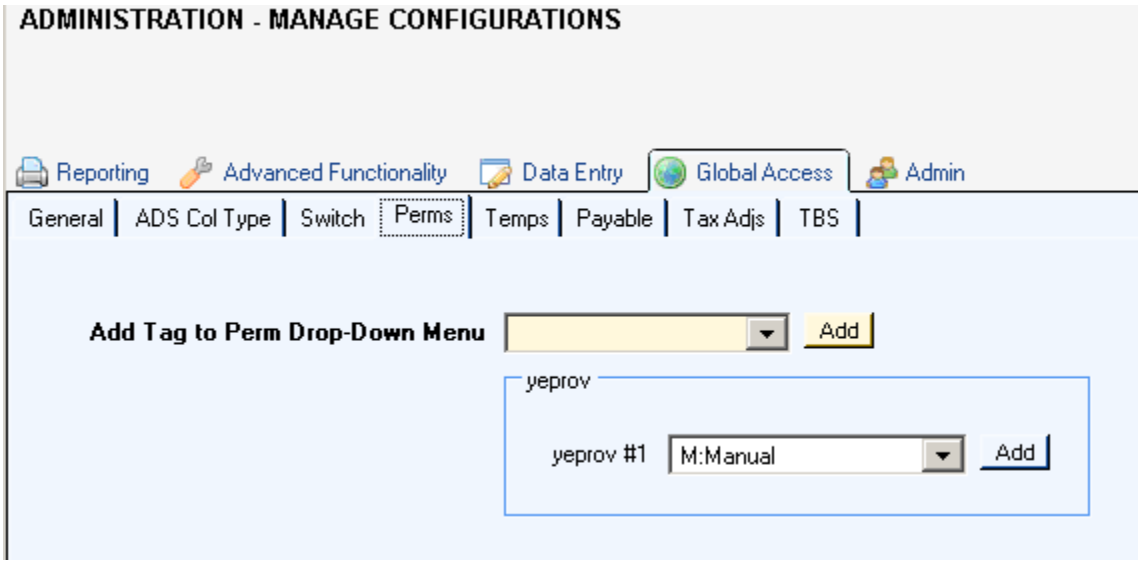

Note: For GAAP/STAT Provision Datasets
An administrator sets up the GAAP-to-Stat and Stat-to-Tax tags for the data entry screens by adding the following parameters in manage restricted features of the Tax Provision application.

Temps

In the Temps tab, users can activate system parameters to activate additional Global Access features. To find additional information about a parameter, click on the parameter name and the description will appear at the bottom of the screen.

The following parameters may be configured for the Temps tab:

Add Tag to Temp Drop-Down Menu
Users can add multiple tags to theTemps drop-down menu.

Users can create the following tags for temporary adjustments:

- reporting
- retprov
- retprovgs
- yeprov
- yeprovgs (gaap)
- yeprov (stat)

To create tags:

1. Click on the **Add Tag to Temp Drop-Down Menu**.
2. Click the type of tag to create. For example, users can select yeprov from the drop-down menu.
3. Click **Add**.
4. In the following box, click the drop-down list and select the tag letter for the tag.
5. Click **Add**.

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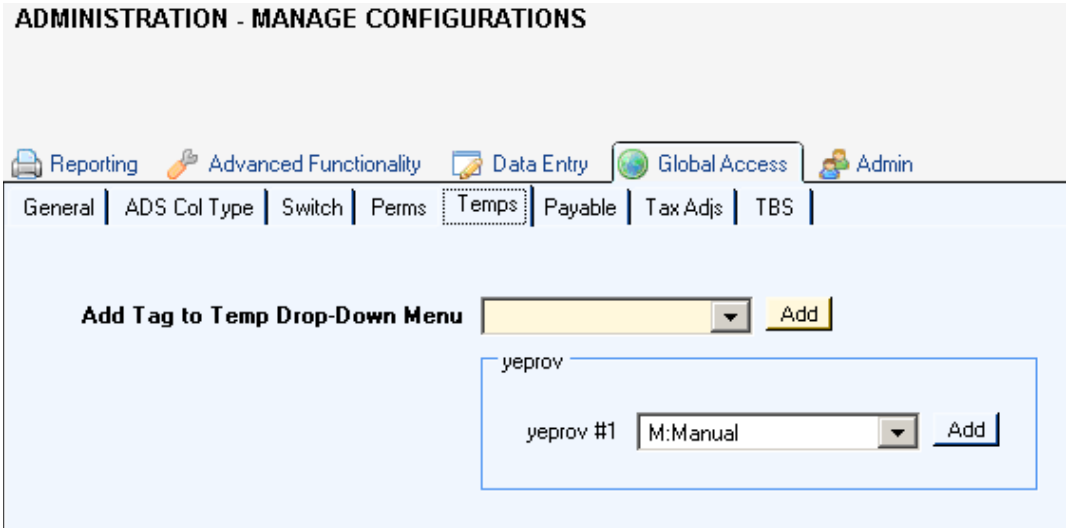
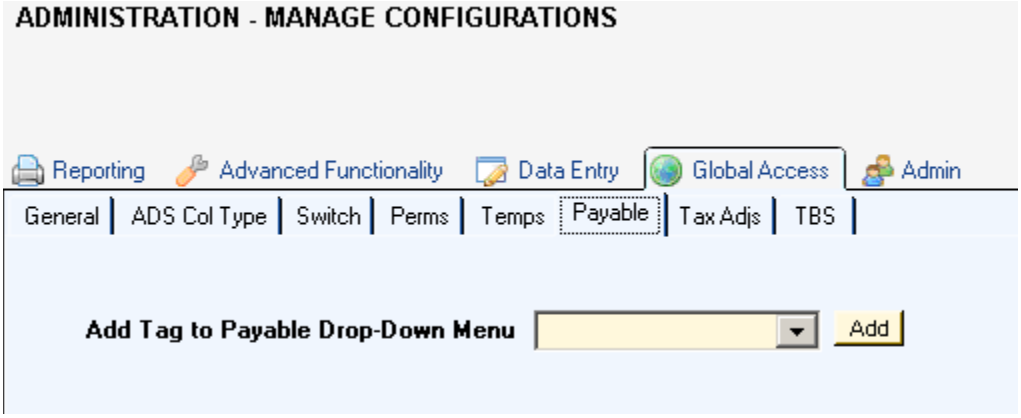


Payable

In the Payable tab, users can activate system parameters to activate additional Global Access features. To find additional information about a parameter, click on the parameter name and the description will appears at the bottom of the screen.

The following parameters may be configured for the Payable tab:

Add Tag to Payable Drop-Down Menu
Users have the ability to add a tag to the payable drop down menu.



Tax Adjs

In the Tax Adjs tab, users can activate system parameters to activate additional Global Access features. To find additional information about a parameter, click on the parameter name and the description will appear at the bottom of the screen.

The following parameters may be configured for the Payable tab:

Add Tag to Tax Adjs Drop-down Menu

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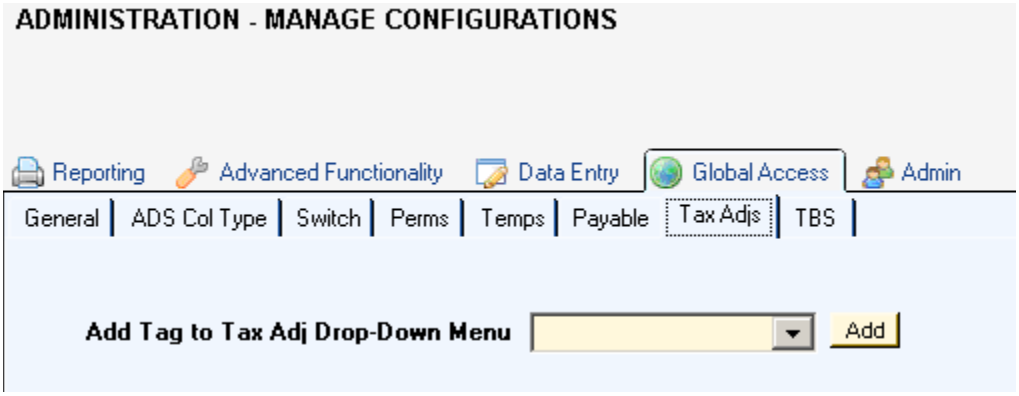
Users have the ability to add a tag to the tax adjustment drop down menu.

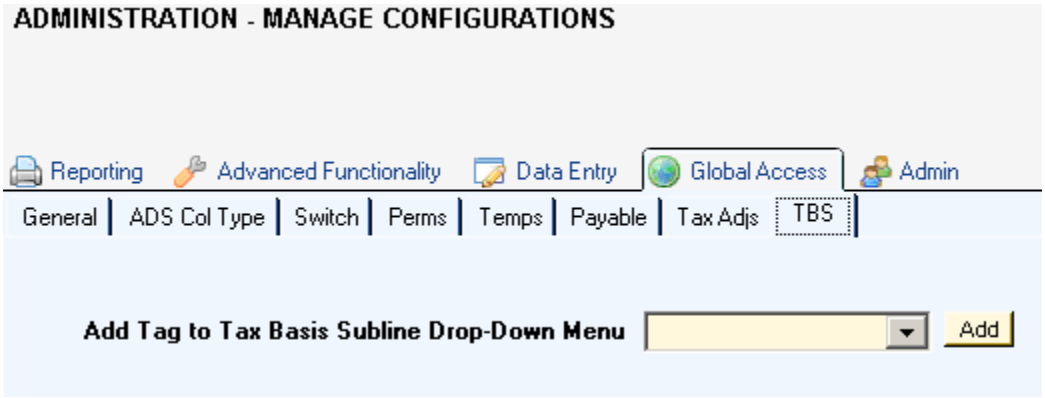


TBS

In the TBS tab, users can activate system parameters to activate additional Global Access features. To find additional information about a parameter, click on the parameter name and the description will appear at the bottom of the screen.

The following parameters may be configured for the TBS tab:

Add Tag to Tax Basis Subline Drop-down Menu
Users have the ability to add a tag to the tax basis subline drop down menu.



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Manage Params

Administrators can show, hide, and lock fields on Global Access pages using parameters.

Global Access Configuration

Because Administrators can show, hide, and lock fields on **Global Access** pages by setting up the appropriate parameters, the initial configuration will take some planning and time. As a Corporate user, users must configure Global Access to the specifications, keeping in mind the needs of the local users. Certain parameters must be activated to make the application more user-friendly and secure.

Parameters denoted with *** are now enabled by the Administrator in the ONESOURCE Tax Provision application, Administration area, within the System folder, in the Manage Configurations, Global Access tab.

Parameter	Value	Function
TSPasswordExpireDays	100	This is the number of days until the user has to reset their password to log into the system. It can contain any value greater then zero.
TSPasswordMinDigits	1	This is the minimum number of digits that must be present in a user's password. The numeral can be any value but the default is 1.
TSPasswordMinLength	6	This is the minimum length, counting all characters be it letters or numbers, that must be present in a user's password. This can be any value but the default is set to 6.
UserAdminComponentTypes*	61,62,63	***Makes Preparer, 1st Reviewer, and 2nd Reviewer viewable on the Administer Users administration page.
SHOW_GAAPTOSTAT	1	Shows the GAAP to STAT report.
gstags1	G	Sets up the letter as the assigned GAAP to STAT Tag.
TAG_GAAP_TO_STAT	G	Adds the letter to the drop-down menu for the Tags in ONESOURCE Tax Provision.
Itstagperms-yeprovgs-1	M: Manual	Adds the word Manual to the drop-down menu for the Tags in Global Access for perms.
Itstagtemps-yeprovgs-1	M: Manual	Adds the word Manual to the drop-down menu for the Tags in Global Access for temps.
SHOW_ADVANCEDLIABILITY	1	Activates the Payable Module. Shows the payable data entry page and reports.
SHOW_SIMPLELIABILITY	0	Hides simple liability report.
SHOW_WIZARD	1	***Activates the Manage Active Datasets screen.
SHOW_NEWWIZARDSTATUS	1	***Displays the Global Access user status report.
UsersExtended	1	Displays multiple entry fields for user

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Parameter	Value	Function
		contact information.
SHOW_FG	1	*** Displays filing group reports in Global Access.
ITS_ASSIGN_DATASETS	1	*** Adds the ability to assign datasets to a user.
EMAIL_FORGOTPWD	One or more email addresses (separated by a comma)	*** Enables the email address to populate in the To: field of an email when a user clicks the Forgot Password link. Example: abc@yahoo.com,xyz@hotmail.com
EMAIL_NEWACCESS	One or more email addresses (separated by a comma)	*** Enables the email address to populate in the To: field of an email when a user clicks the Request New Access link. Example: abc@yahoo.com,xyz@hotmail.com
SHOW_PRIOR	1	The Analysis section of Temporary Difference pages shows data from the dataset that has been determined (via the Datasets Relations section of the Datasets screen in Administration) to be the Prior Period.
HIDE_RTPCOLUMNS	1	*** Enables RTP adjustments to be entered directly into the Difference column on the Return to Provision page (Column type: retprov).
SHOW_RTP_COMMENTS	1	*** Enables comments to be added on the Return to Provision page (Column type: retprov).
SO_RTP_#	1	*** Triggers the RTP posting: • SO_RTP_2 posts when the status of the unit changes from Incomplete to Prepared. • SO_RTP_3 posts when the status of the unit changes from Prepared to 1st Level Reviewed.
adscoltype_#	Text	*** Text entered appears as an option in the Col. Type drop-down list in the Manage Active Datasets screen under Administration. Examples: Q1_actual, Q1_forecast, retprov, yeprovgs, yeprov
SHOW_ADVANCEDQUESTION	0	*** 1 activates the Global Access

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Parameter	Value	Function
NAIRE	(Hide) or 1 (Show)	Questionnaire format.
QUESTIONNAIRE_UNITDETAILS	0 (Hide) or 1 (Show)	*** 1 activates the Foreign/Domestic classification, Country, and Currency for each unit on the Questionnaire Summary report (Global Access)/Questions report (ONESOURCE Tax Provision).
ITS_QUESTIONNAIRE_LAYOUT	0 (Hide) or 1 (Show)	*** 1 activates the Questionnaire Summary report (Global Access)/ Questions report (ONESOURCE Tax Provision) with units down the left column and full questions across the top. Answers populate the grid.
POST_AMORTIZED	0 (Hide) or 1 (Show)	1 enables RTP adjustments for temporary differences tagged with R to be posted as deferred only adjustments on tax basis in the Temporary Differences - Book/Tax Basis screen.

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Entry Fields Configuration

The following parameters apply to more than one page throughout the application.

Parameters denoted with *** are now enabled by the Administrator in the ONESOURCE Tax Provision application, Administration area, within the System folder, in the Manage Configurations, Global Access tab

Paramkey (must be unique)	Paramvalue	Summary	Default
itsswitch-yeprov-tagcheck		Activating this parameter will limit users to tags assigned to them by the "itstag" switch.	Hidden
itsswitch-yeprov-hidecode	1	Allows users to hide(H) codes (P1000) in all pages.	Hidden
itsswitch-yeprov-endbalinput	1	Allows users to enter the ending balance or the activity for all temporary differences including NOL, After Tax Temps, Local Temps, After App, and State After Tax Temps. The default when this parameter is used, is to enter ending balance. When a user enters this parameter, the values in the Activity column become calculated values. Note: This functionality has not been added to the Temporary Differences U.S GAAP/STAT and Temporary Differences STAT/Local TAX pages.	Hidden
SHOW_DSCOMP	1	Allows others to view entries for datasets in the system. This is only available for Permanent, Temporary, NOL Temps, and After Tax Temporary Differences. Note: Users can view all datasets, not just those published to Global Access.	Hidden
itstagperms-yeprov-1	M:Manual	*** Adds the paramvalue as one of the tags in the tags drop-down menu. For example if (M: Manual) is used, the user sees Manual in the Tags drop-down menu.	Blank
itstagtemps-yeprov-1	M:Manual	*** Adds the paramvalue" as one of the tags in the Tags drop-down menu.	Blank
itstagtemps-yeprov-2	R:Return to Prov	Adds the paramvalue as one of the tags in the Tags drop-down menu.	Blank
itstagtemps-yeprov-3	O:Other	Adds the paramvalue as one of the tags in the Tags drop-down menu.	Blank
itstagperms-yeprovgs-1	M:Manual	Adds the paramvalue as one of the tags in the Tags drop-down menu.	Blank
itstagtemps-yeprovgs-1	M:Manual	Adds the paramvalue as one of the tags in the Tags drop-down menu for ATTDs and NOLs.	Blank
SHOW_NEWWIZARDSTATUS	1	Shows the wizard status report.	Hidden
SHOW_WIZARD	1	Shows the Manage Active Datasets page where a user publishes datasets to Global Access.	Hidden
UserAdminComponentTypes	61,62,63	Makes Preparer, 1st Reviewer, and 2nd Reviewer viewable on the Administer Users Administration page.	Hidden
UsersExtended	1	Shows multiple entry fields for user contact	Hidden

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information.

Unit Data

On the Unit Data page, the following parameters can be used to open, close, and lock down fields. Parameters highlighted in the same color must be used together.

Paramkey (must be unique)	Paramvalue	Summary	Default
itstbptbiinc-yeprov-1	PTBI_1000	*** Allows users to designate the trial balance subline that appears the Income section of the Income Statement Detail. The param value must be the code to a trial balance subline.	Hidden
itstbptbiinc-yeprov-2	PTBI_1005	Allows users to designate the trial balance subline that appears the Income section of the Income Statement Detail. The param value must be the code to a trial balance subline.	Hidden
itstbptbiinc-yeprov-3	PTBI_1010	Allows users to designate the trial balance subline that appears the Income section of the Income Statement Detail.The param value must be the code to a trial balance subline.	Hidden
itsswitch-yeprov-showinctotal	1	Allows users to show the Total Income (calculated) line. A sum of the trial balance lines, representing income lines.	Hidden
itstbptbiexp-yeprov-1	PTBI_1015	*** Allows users to designate the trial balance subline that appears the Expense section of the Income Statement Detail.The param value must be the code to a trial balance subline.	Hidden
itstbptbiexp-yeprov-2	PTBI_1020	Allows users to designate the trial balance subline that appears the Expense section of the Income Statement Detail.The param value must be the code to a trial balance subline.	Hidden
itstbptbiexp-yeprov-3	PTBI_1025	Allows users to designate the trial balance subline that appears the Expense section of the Income Statement Detail.The param value must be the code to a trial balance subline.	Hidden
itsswitch-yeprov-showexptotal	1	Allows users to show the Total Expenses (calculated) line. A sum	Hidden

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Paramkey	Paramvalue	Summary	Default
		of the trial balance lines representing expense lines.	
itsswitch-yeprov-showptbitotal	1	Allows users to show the "Corporate GAAP Pre-Tax Income (calculated)" Line. A sum of the Income and Expense subtotals.	Hidden
itsswitch-yeprov-usernum5	W	Allows users to Hide (H), make Read-Only (R), or Editable (W) the Answer field for the ITSQuestionDec5 question.	Hidden
ITSQuestionDec5	What was the US GAAP Pre-Tax income for year before last (2005)?	Allows users to enter any question pertaining to the any unit data information. Note: The answer to this question will not go to any report.	Hidden
itsswitch-yeprov-usernum6	W	Allows users to Hide (H), make Read-Only (R), or Editable (W) the answer field for the "ITSQuestionDec6" Question.	Hidden
ITSQuestionDec6	What are the earnings projected for FY 2006 (enter a loss as a negative number)?	Allows users to enter any question pertaining to the any unit data information. Note: The answer to this question will not go to any report.	Hidden
itsswitch-yeprov-lptbi	R or H	Allows users to Hide (H) or Read-Only (R) the Corporate US GAAP Pre-Tax Book Income (Local Currency) field.	Editable. Note: Depends on the FX Policy.
itsswitch-yeprov-lptbilabel	Local Profit Before Taxes	Allows users to enter a name of their preference for the Corporate US GAAP Pre-Tax Book Income (Local Currency) field.	Corporate US GAAP Pre-Tax Book Income (Local Currency)
itsswitch-yeprov-uptbi	R or H	Allows users to Hide (H) or Read-Only (R) the Corporate Profit Before Taxes field.	Editable. Note: Depends on the FX Policy.
itsswitch-yeprov-uptbilabel	Corporate GAAP Pre-Tax Income (USD)	Allows users to enter a name for the Corporate Profit Before Taxes field.	Corporate Profit Before Taxes
itsswitch-yeprov-begfx	H	Allows users to Hide (H) the beginning FX Rate field.	Read-Only
itsswitch-yeprov-endfx	R or H	Allows users to Hide (H) or make the Ending FX Rate field read-only (R).	Editable
itsswitch-yeprov-wfx	R or H	Allows users to Hide (H) or make the weighted average FX Rate field read-only (R). Note: Depends on the FX policy of the unit.	Editable. Note depends on the FX policy.
SHOW_TAXPERBS	0	Allows users to the Hide (0) or make editable (1) the Taxes per book section. The federal current	Hidden

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Paramkey	Paramvalue	Summary	Default
		provision and ends with state liability. Note: This information only appears in the Old Journal Entry report.	

Permanent Differences

On the Permanent Difference page, the following parameters can be used to open, close, and lock down fields.

Paramkey (must be unique)	Paramvalue	Summary	Default
itsswitch-yeprov-tag	H	Allows users to Hide (H) the Permanent difference Tags drop-down menu. Note: This must be used in conjunction with the parameter below. Once these parameters have been set up together, the tag below becomes the default tag. If the parameter below does not exist the user will not be able to enter an amount.	Editable
itstagperms-yeprov-1	M:Manual	*** Adds the "paramvalue" as one of the tags in the tags drop-down menu. For example if M:Manual is used then the user sees Manual in the Tags drop-down menu. For Interim Forecast, use itstagperms-forecast-1. For Interim Actual, use itstagperms-actual-1.	Blank
itsswitch-yeprov-hidecode	1	Allows users to Hide (H) the Permanent difference code (P1000)	Editable
itsswitch-yeprov-type	H	Allows users to Hide (H) the Permanent difference type (P&L and Equity dropdown). The default type becomes P for P&L when this parameter is used.	Editable

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Income Tax Rates

On the Income Tax Rates page, the following parameters can be used to open, close, and lock down fields.

Paramkey (must be unique)	Paramvalue	Summary	Default
itsswitch-yeprov-currtax	R or H	Allows user to hide (H) or Read-Only (R) the Current Income Tax Rate field.	Editable
itsswitch-yeprov-enddef	R or H	Allows user to hide (H) or Read-Only (R) the Ending Deferred Tax Rate field.	Editable

Temporary Differences

On the Temporary Differences (NOL Temps, After Tax, After App, State Temps, and State After Tax Temps) page, the following parameters can be used to open, close, and lock down fields. The section highlighted in purple only applies to the Temporary Differences and Local Temporary Differences pages.

Paramkey (must be unique)	Paramvalue	Summary	Default
itsswitch-yeprov-endbalinput	1	Allows users to enter the ending balance or the activity for all temporary differences including NOL, After Tax Temps, Local Temps, After App, and State After Tax Temps. The default when this parameter is used, is to enter ending balance. When a user enters this parameter, the Activity column become calculated values. Note: This functionality has not been added to the Temporary Differences U.S GAAP/STAT and Temporary Differences STAT/Local TAX pages.	Hidden
itsswitch-yeprov-cnc	R	Allows users to Hide (H), make Read-Only (R) or Editable (W) the current, non-current field. When this parameter is used any new temps will be set up as C or Current.	Editable
itsswitch-yeprov-defonly	R	Allows users to Hide (H), make Read-Only (R) or Editable (W) the deferred only field.	Editable
itsswitch-yeprov-balsh	R	Allows users to Hide (H), make Read-Only (R) or Editable (W) the balancesheet only field.	Editable
itsswitch-yeprov-tdrate	R	Allows users to Hide (H) or make Read-Only (R) the Tax Effecting Rate field.	Hidden
itstagtemps-yeprov-1	M:Manual	Adds the "paramvalue" as one of the tags in the tags drop-down menu. For example if M:Manual is used then the user sees Manual in the Tags drop-down menu. For Interim Forecast, use itstagtemps-forecast-1. For Interim Actual, use itstagtemps-actual-1.	Blank
itsswitch-yeprovgs-cnc	R	Allows users to Hide (H), make Read-Only (R) or Editable (W) the current, non-current field. When this parameter is used any new temps will be set up as C or Current.	Editable
itsswitch-yeprovgs-defonly	H	Allows users to Hide (H), make Read-Only (R) or Editable (W) the deferred only field.	Editable
itsswitch-yeprovgs-balsh	R	Allows users to Hide (H), make Read-Only (R) or Editable (W) the balancesheet only field.	Editable

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Paramkey	Paramvalue	Summary	Default
itsswitch-yeprovgs-tdrate	H	Allows users to Hide (H) or make Read-Only (R) the Tax Effecting Rate field.	Hidden
itsswitch-yeprov-showperiod	1	Displays the Read/Write Start of Exp. Period and End of Exp. Period column the Local NOLs, After Tax Temps, Local After Tax Temps.	Hidden

NOL

On the NOL page, the following parameters are used to open, close, and lock down fields.

Paramkey (must be unique)	Paramvalue	Summary	Default
itsswitch-skin-autonol	**H**	**Allows user to enable NOL Automation. You can set W (read-write), R (read only), and H (hide – the default).**	
itsswitch-yeprov-nolsdefonly	**H**	**Allows users to Hide (H), make Read-Only (R) or Editable (W) the deferred only field.**	Editable
itsswitch-yeprov-nolsbalsh	**R**	**Allows users to Hide (H), make Read-Only (R) or Editable (W) the balancesheet only field.**	Editable
itsswitch-yeprov-nolstdrate	**H**	**Allows users to Hide (H) or make Read-Only (R) the Tax Effecting Rate field.**	Hidden

After Tax Temps

On the NOL page, the following parameters are used to open, close, and lock down fields.

Paramkey (must be unique)	Paramvalue	Summary	Default
itsswitch-yeprov-attddefonly	**H**	**Allows users to Hide (H), make Read-Only (R) or Editable (W) the deferred only field.**	**Editable**
itsswitch-yeprov-attdbalsh	**R**	**Allows users to Hide (H), make Read-Only (R) or Editable (W) the balancesheet only field.**	**Editable**

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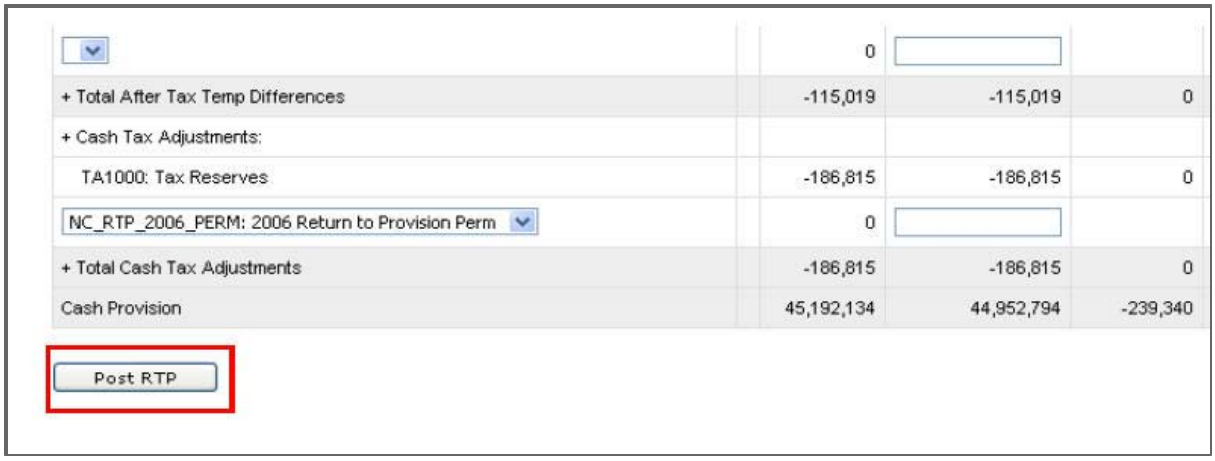
Return to Provision

On the Return to Provision page, users can use parameters to turn fields on and off.

Paramkey (must be unique)	Paramvalue	Summary	Default
SHOW_RTPBUTTON	1	Allows user to show the "Post RTP" button at the bottom of the Return to Provision screen. This parameter works in addition to the Return to provision configuration in admin.	Hidden



FOR GAAP/STAT RTP:

SYSTEM SET UP

retprovgs

The dataset must be defined as the "Return" (retprovgs) dataset in manage active dataset in the Tax Provision application. In order to enable GAAP to STAT RTP posting, the following system parameter needs to be added in manage restricted features:

Example:
Param key: POST_GAAP
Param value: 1

- Define the GAAP tags through gstags1, gstags2, etc parameters in Manage Restricted features.

Example:
Param key: gstags1
Param value: G

Dataset Set Up

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- On the RTP page, users can adjust values of the GAAP-STAT and STAT-TAX perms and temps.
- The GAAP-STAT and STAT-TAX adjustments will be recorded in the return dataset, with the default tags of tag H and U.
- To change the default tags, create the following dataset parameters: GAAPADJTAG and STATADJTAG.

Example:
paramkey: GAAPADJTAG
paramvalue: J

- The value of GAAPADJTAG must be among the tags defined by gstags parameters.
- When RTP is posted to the target dataset, the GAAP-STAT true-ups will be tagged with P and the STAT true-ups with R.
- Users can change the tags by using the dataset parameters in the Return Dataset GAAPRTPTAG for GAAP and RTPTAG for STAT.

Payable

On the Payable page, the following parameter is required for the Tags drop-down menu.

Paramkey (must be unique)	Paramvalue	Summary	Default
itstagpayable-yeprov-1	**M:Manual**	***** Adds the paramvalue as one of the tags in the Tags drop-down menu on the Payable screen. For example, if M: Manual is entered as the Param Value, then users see "Manual" in the Tags drop-down menu. For Interim Forecast, use itstagpayable-forecast-1. For Interim Actual, use itstagpayable-actual-1.**	Blank

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Tax Adjustments

On the Tax Adjustments page, the following parameter is required for the Tags drop-down menu.

Paramkey (must be unique)	Paramvalue	Summary	Default
itstagtaxadjs-yeprov-1	M:Manual	*** Adds the paramvalue as one of the tags in the Tags drop-down menu on the Tax Adjustments screen. For example, if M: Manual is entered as the Param Value, then users see "Manual" in the Tags drop-down menu. For Interim Forecast, use itstagpaytaxadjs-forecast-1. For Interim Actual, use itstagtaxadjs-actual-1.	Blank
itsswitch-yeprov-ta_tag	H	Allows users to hide (H) the Tax Adjustment Tags drop-down menu. Note: The itstagtaxadjs-yeprov-1 parameter must be set up before enabling this parameter.	Blank
itsswitch-yeprov-ta_type	H	Allows users to hide (H) the Permanent Difference Type (P&L and Equity dropdown). The default type is P for P&L when this parameter is used.	Blank

Selected Accounts

On the Selected Accounts page, the following parameter is required for the Tags drop-down menu.

Paramkey (must be unique)	Paramvalue	Summary	Default
itstagtbs-yeprov-1	M:Manual	Adds the paramvalue as one of the tags in the Tags drop-down menu on the Selected Accounts screen. For example, if M:Manual is entered as the Param Value, then users see "Manual" in the Tags drop-down menu. For Interim Forecast, use itstagtbs-forecast-1. For Interim Actual, use itstagtbs-actual-1.	Blank

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Import Categories

Administrators have the ability to Import Categories. In Administration, select Import Categories then, Browse for the file that users want to upload, and Submit. In order to import files properly, users must follow the same formatting rules used in the Desktop client.

Export Categories

Administrators have the ability to Export Categories. In Administration, select Export Categories.

Configuration of Global Access in Corporate Edition

User Administration

ONESOURCE Tax Provision supports four levels of access:

1. **Read-only** users have access to only the dataset, units and subconsolidations to which a user has been granted access. Users only have the ability to run reports for those units and datasets.
2. **Read/Write** users have access granted by the administrator to a restricted set of datasets, units, and subconsolidations. Users can change data and run reports for those units to which they have been granted access.
3. **Administrative** users have access to all datasets, units, and subconsolidations. They have the same access as Read/Write, but for all datasets, units, and subconsolidations. Unlike Read-Only or Read/ Write users, they can also modify categories.
4. **Inactive** users have no rights to view or edit any data.

Users can create users manually in the application in Administer Users in the Administration section of the ONESOURCE Tax Provision. When creating users manually, users can select an option to force users to change their password at next login

Users can also import users through the #CUC# User Components tab in the Import Categories template.

Note:

- A user cannot be deleted. A user can only become inactive. The audit trail for each user's

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existence must be maintained.
- For more information on importing categories, refer to the Importing Templates documentation.

Sign-Off Levels

When a user is set up for Global Access, the administrator needs to grant them access to a set of units and a user level (Preparer, 1st reviewer, 2nd reviewer, etc) in ONESOURCE Tax Provision. There are up to 8 levels of sign-off available in Global Access.

- **Unit List:** Allows users to see units on the Global Access Unit List page.
- **Preparer:** Grants users the ability to change values in a unit, as long as the unit is in the *incomplete* state. Also allows the user to sign-off from Incomplete to Prepared.
- **1st Reviewer:** Allows users to sign-off from Prepared to 1st Level Reviewed or roll back from Prepared to Incomplete.
- **2nd Reviewer:** Allows users to sign-off from 1st Level Reviewed to 2nd Level Reviewed or roll back from 1st Level Reviewed to Prepared.

Access levels can also be imported through the #CUC# User Components tab in the Import Categories template.

Notes:
- For more information on importing categories, refer to the Importing Templates documentation.
- Users must have access to a unit as a preparer to edit the data in the unit. Thus, a preparer is associated with a set of units in the Unit List and also the Preparer roles.

Publishing Datasets

In Manage Active Datasets of the ONESOURCE Tax Provision application, Administrators can publish one dataset or multiple datasets. Select Multiple Dataset Configuration to add the datasets to be published.

Users can publish a dataset with the following:

- yeprov – Publishes a dataset or reporting dataset using standard perm/temporary data entry pages
- yeprovgs - Publishes a dataset or reporting dataset using the separated GAAP/STAT perm/ temporary pages
  (i.e. GAAP-STAT Permanent Differences page, STAT-TAX Permanent Differences pages, etc)
- retprov - Publishes a dataset and activates the Return-To-Provision feature
- Q1_forecast, Q2_forecast, and Q3_forecast - Publishes the Forecast datasets
- Q1_actual, Q2_actual, and Q3_actual - Publishes the Actual datasets

Note: The order of datasets can be adjusted by using the Up and Down buttons, which shuffle the selected dataset up or down the list. The top dataset appears as the leftmost dataset on the Unit List

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page.

In order to publish a provision dataset, select the dataset and enter either yeprov or yeprovgs as the Col. Type. (As mentioned above, a yeprov dataset uses standard permanent/temporary data entry pages and a yeprovgs use separate data entries for GAAP/STAT and STAT/Tax permanents and temporaries.) Col. Header appears the name of the dataset that will appears in Global Access. The name can be any text (e.g., “Full Year Provision”). Leave the Equiv and Next fields blank. Click Add to publish the dataset. In the screen shot, they have N/A.

To publish a reporting dataset, select the reporting dataset and enter reporting as the Col. Type. Col. Header appears the name of the dataset that will appears in Global Access. The name can be any text (e.g., YTD Provision). Leave the Equiv and Next fields blank. Click Add to publish the reporting dataset.

To publish a return dataset, select the dataset and enter retprov as a Col. Type. Enter any text for Col. Header. Because users have the option to activate the Return to Provision module in Global Access, it is important that users complete the next steps:

- **Equiv:** Select the equivalent provision dataset. After the return dataset is populated to reflect the locally filed tax return, the application uses this equivalent provision dataset and computes the difference between the return and provision. As a result of this process, the application generates return-to-provision true-up adjustments.

- **Next:** Select a dataset to which users would like to post return-to-provision true-up adjustments. Because users now have the option to have these adjustments posted automatically to a current year provision dataset, it is important that users select an appropriate dataset.

In addition to publishing a return to provision dataset, there are additional configurations that need to be completed. For more information, refer to the Return to Provision section.

Administer Permissions

It is important to note that Global Access honors restriction of components, such as perms, temps, tax adjustments, jurisdictions, etc. However, ONESOURCE Tax Provision does not honor these restrictions. The screen shown below is used only for Global Access.

Note: Citrix hosted users must ensure that the Days value for expired passwords is not set too high.

Permissions can be generated manually in the application on the Manage Permissions screen in Administration in ONESOURCE Tax Provision or they can be imported through the #CUNC# Unit Components tab in the Import Categories template.

Note: For more information on importing categories, refer to the Importing Templates documentation.

User Status reports are available after the administrator has configured Global Access and created users with permissions.

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User Status Report

There are three parts to the Global Access User Status report: the Overview, Detail (by Unit), and Detail (by Status).

The Overview report shows the overall status of the provision calculation: how many units are inactive, how many have been prepared, 1st level reviewed and 2nd level reviewed.

Note: In order to view this report with review levels (1st and 2nd review) the UserAdminComponentTypes parameter must be activated with a value of 61,62,63.

Sign-off Summary Report

detail (by unit) detail (by status)

2007 FY Provision, ABC Company, Inc.

Status	# Units
Inactive	0
Unprepared	2
Prepared	4
1st Level Reviewed	2
2nd Level Reviewed	0

The Detail (by Unit) report shows the status of the provision on a unit-by-unit basis. It also shows the current users for each unit who have committed their work.

Note: In order to view the User Name, User Phone, and User E-mail columns, the UsersExtended parameter must be activated with a value of 1.

Sign-off Summary Report

overview detail (by status)

2007 FY Provision, Merck & Co., Inc.

Unit Code	Unit Name	Status	Current User	User Name	User Phone	User E-mail
D1000	ABC Corporation	1st Level Reviewed	tuser2 tuser3	Test User 2	416-55-1237	tuser2@userco.com
D2000	DEF Corporation	Prepared	tuser1	Test User 1	416-555-1235	tuser1@userco.com
D3000	GHI Corporation	Prepared	tuser1	Test User 1	416-555-1235	tuser1@userco.com
D4000	JKL Corporation	Unprepared				
F1000	German Corporation	Prepared	tuser1	Test User 1	416-555-1235	tuser1@userco.com
F2000	UK Corporation	Prepared	tuser1	Test User 1	416-555-1235	tuser1@userco.com
F3000	Japan Corporation	1st Level Reviewed	tuser2 tuser3	Test User 2	416-55-1237	tuser2@userco.com
F4000	German Holdco	Unprepared	tuser	Test User	416-555-1234	tuser@userco.com

The Detail (by Status) report shows the Sorted by Status view. It also shows the current users for each unit who have committed their work.

Note: In order to view the User Name, User Phone, and User E-mail, columns the UsersExtended parameter must be activated with a value of 1.

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Integration with ONESOURCE FileRoom

For Hosted Clients who log in through the ONESOURCE platform, one free drawer will be available to use once the license is activated. users may choose to use ONESOURCE FileRoom to store & access the documents.

Prior to version 9.0, users were required to attach documents at the component level which is the lowest level. Documents were added at the component level and attached to a dataset unit.

To enhance the documentation functionality, ONESOURCE Tax Provision has been integrated with ONESOURCE FileRoom. Users have the ability to attach a document at the dataset, unit, or component level. If users continue to attach documents at the component level then, the document will be added as it has been in the past. We did not remove the functionality to attach documents at the component level. The benefit is that when a document is attached regardless of the level, it will be indexed to allow searches and quicker access to a document.

Note: Please contact Support if users would like to make this non-revokable choice.

Documents can be added at the:

- Dataset Level
- Unit Level
- Component Level

1. In the Navigator, click Documents and the ONESOURCE FileRoom opens.

Note: Users can also access ONESOURCE FileRoom from the platform so users don't have to open the Global Access application, when looking for an attached file.

2. **Drawer**
   - If users already license ONESOURCE FileRoom, they will automatically have access to all of the other drawers in the drop-down.
   - If users do not have a license for ONESOURCE FileRoom separately, they will have access to 1 free drawer starting with v.9.0.

3. **Folder Criteria**
   - Select the **Year**, **Period**, and **Type**. These are required fields.

4. **Workflow Criteria**
   - Select the **Type**. This is a required field.

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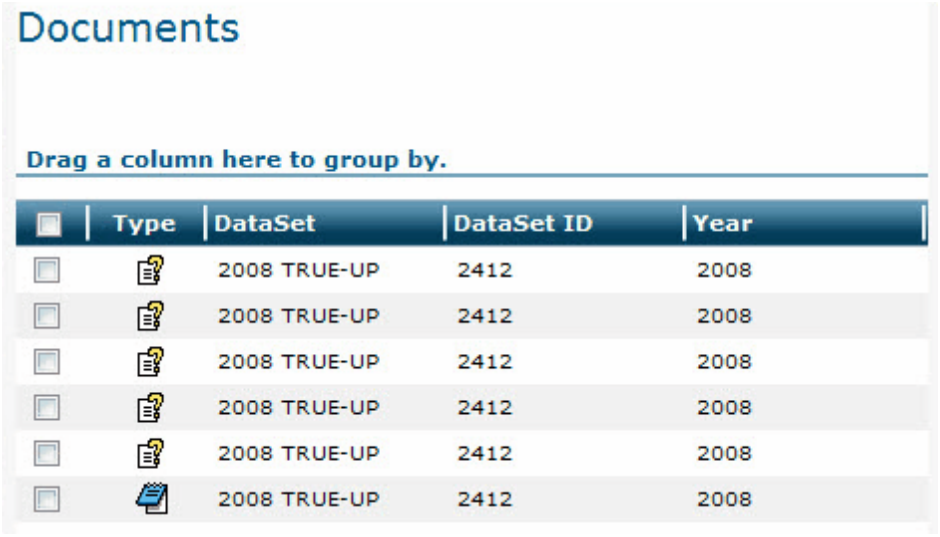
Note: Items that are not required can be entered and may be pre-populated if attached at the component level such as Description, and File Name.

5. In the Documents dialog box, set up the Documents Criteria required in order to store and access documents in the ONESOURCE FileRoom.

6. Click **Actions**, to open the Documents dialog box.



7. Click the **ONESOURCE FileRoom** icon, to open the Documents dialog box.

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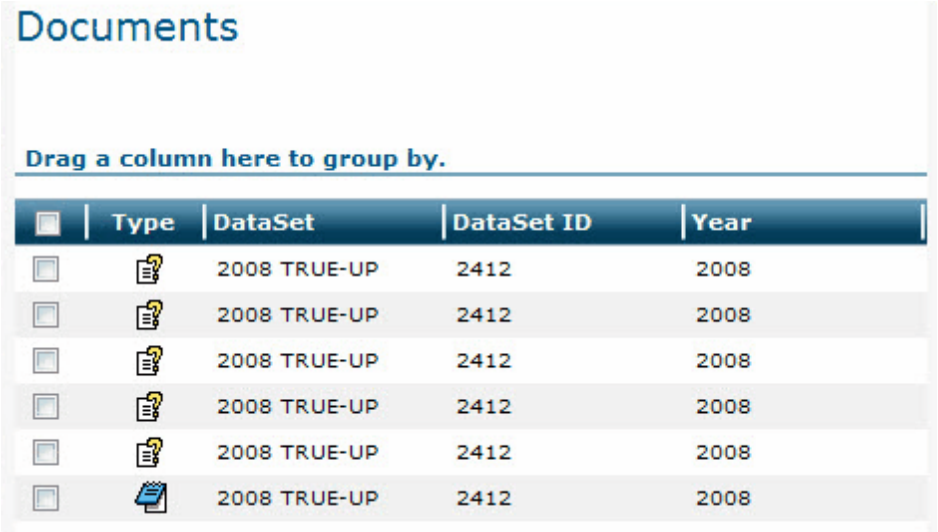
8. In Documents. select the **documents** to attach.



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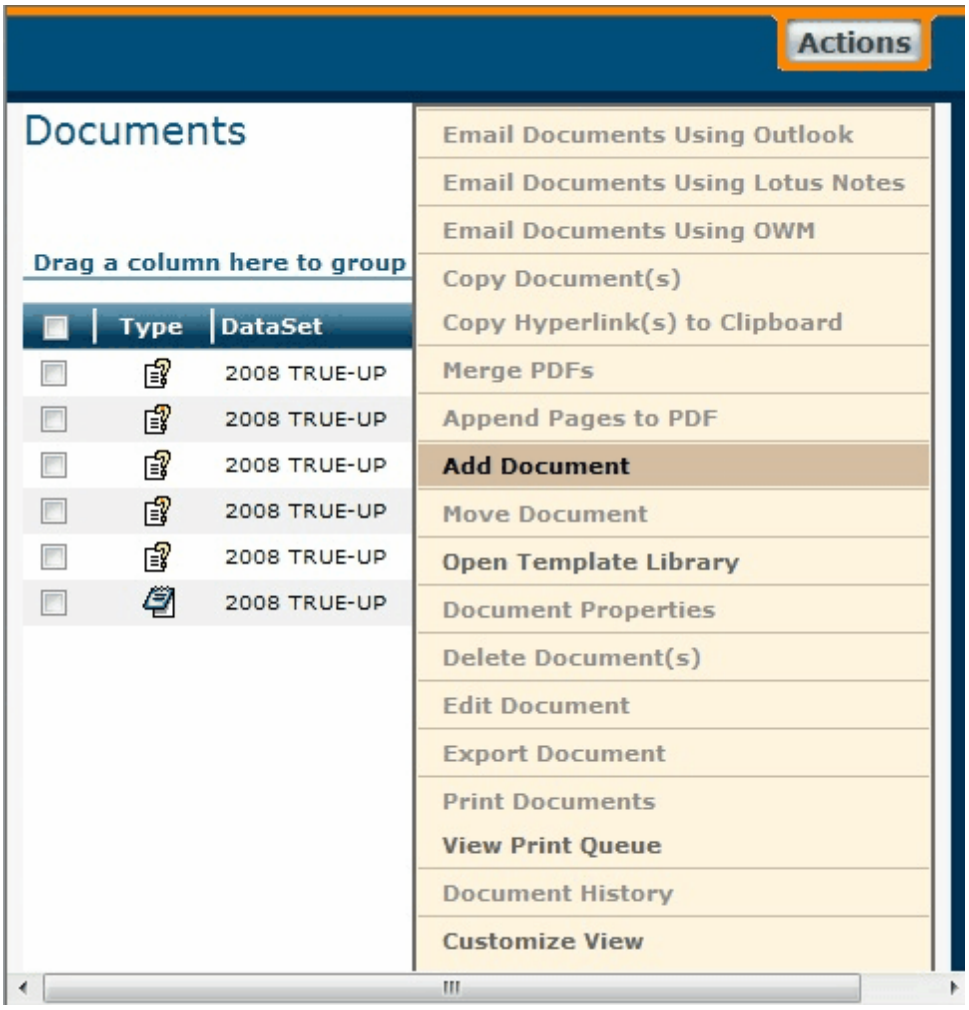
9. Click **Add Document**.



Note: If users attach documents at the lowest level (component level) then the Index Values will be pre-populated. The index values are completed based on the level users are attaching a document.

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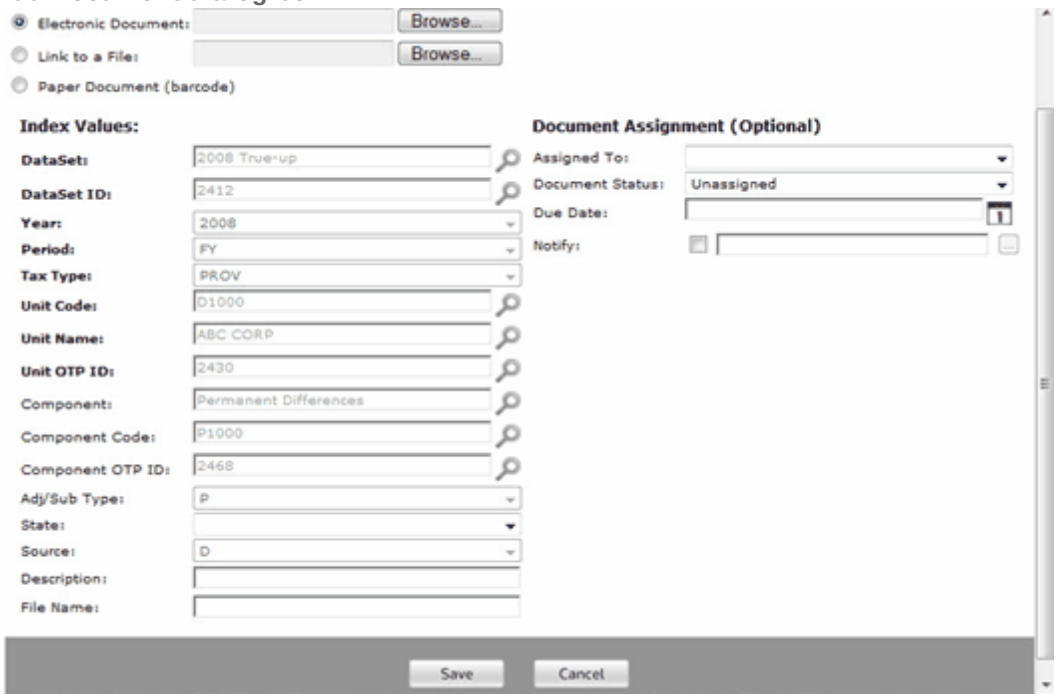
10. Click **Browse** to find the document to add to ONESOURCE FileRoom.
11. Click **Save**.

Example: Because the document is attached at the component level(lowest level), the index values are automatically completed for Dataset, Unit Code, and Unit Name.

Add Document dialog box



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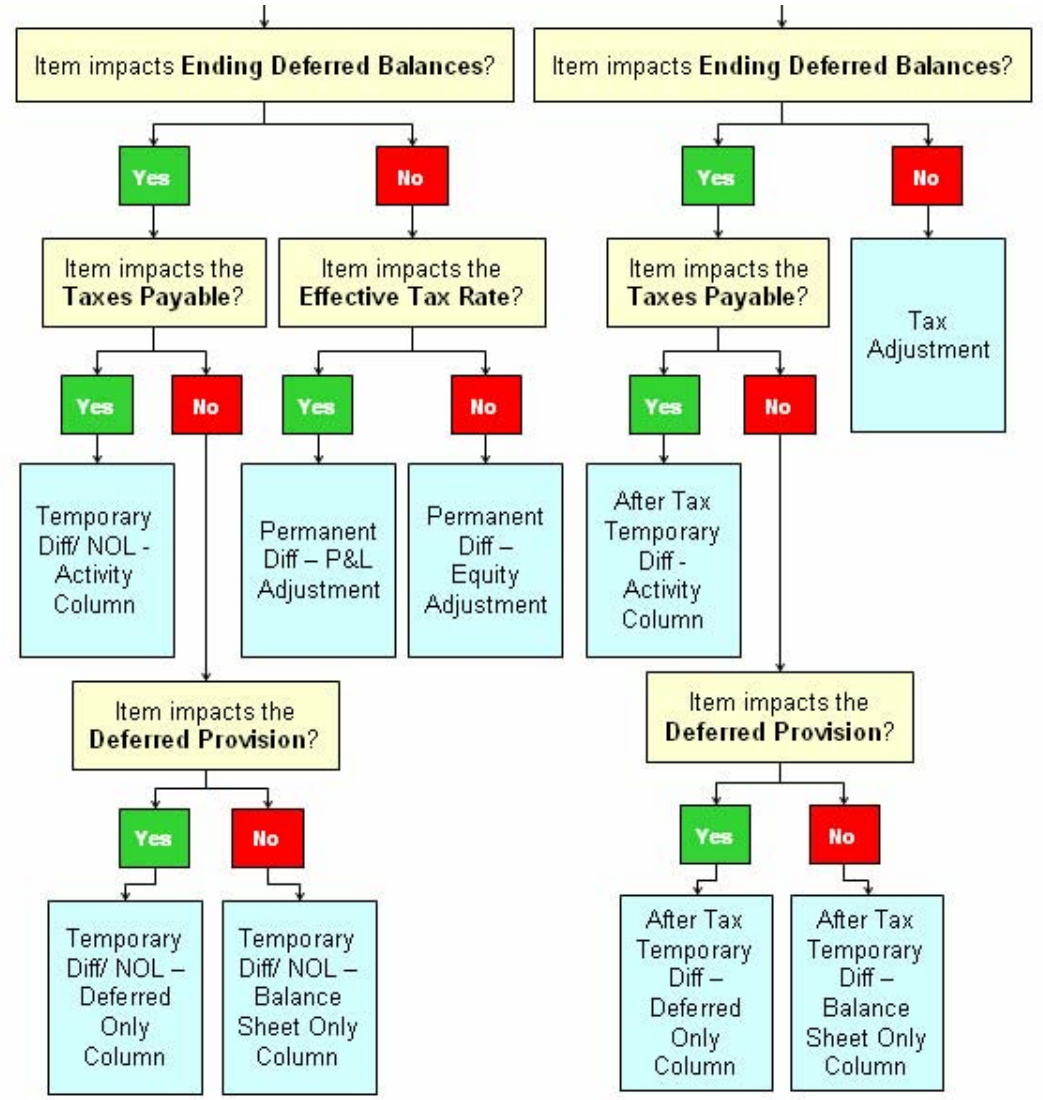
Reference Items

Where to Enter Items in ONESOURCE Tax Provision



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WHERE TO ENTER ITEMS IN ONESOURCE TAX PROVISION:

Entry Column:	Current Tax Provision	Deferred Tax Provision	Ending Deferred Balance	Effective Tax Rate
Activity	✓	✓	✓	✗
Deferred Only	✗	✓	✓	✓
Balance Sheet Only	✗	✗	✓	✗

Access Component Types

Description	Code
Access Rights Level:	
Reporting Dataset List	CDS
Sub Consolidation List	CSC
Unit List	CU
Preparer - Global Access	SO1
1st Reviewer - Global Access	SO2
2nd Reviewer - Global Access	SO3

Permission Component Types

Description	Code
Permission Component Types:	
Book Trial Balance	TBBB
After-Tax Temporary Differences	ATTD
Jurisdictions	J
Liability Transactions	LTXNS
NOL Temporary Differences	NOLTD
Permanent Differences - List	CPD
State After-App Temporary Differences	SAATD
State After-Tax Temporary Differences	SATTD
State Permanent Differences	SPD
State Tax Adjustments	STADJ
Tax Adjustments - List	CTADJ
Temporary Differences - Book/Tax Basis	TD-A
Temporary Differences - List	CTD

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Special Characters

Here is a list of special characters that are supported by the application. They appear correctly on reports.

Character	Description
§	Section
©	Copywrite
¶	Paragraph
£	GB Pound
¥	Yen
Á	Acute A
É	Acute E
Ú	Acute U
Ó	Acute O
Ü	Umlaut U
Ö	Umlaut O
Í	Acute I
!	Exclamation
@	At symbol
#	Number
%	Percent
^	Carat
*	Asterisk
(	Open Parentheses
)	Close Parentheses

Character	Description
_	Underscore
-	Dash
+	Plus
=	Equals
{	Open Curly Bracket
}	Close Curly Bracket
[	Open Sq Bracket
]	Close Sq Bracket
|	Pipe
\	Back Slash
,	Comma
.	Period
:	Colon
;	Semi Colon
`	Accent
ñ	n tilde
Ñ	N tilde
?	Question Mark
/	Forward Slash

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